

**FEDERAL**

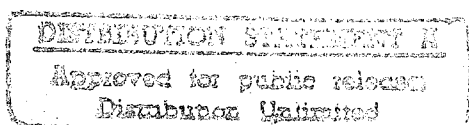
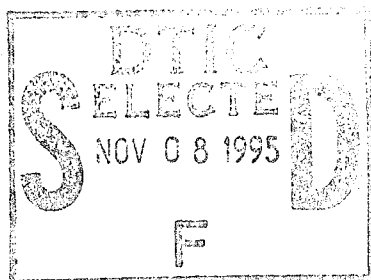
**LOGISTICS**

**INFORMATION**

**SYSTEM**

DoD 4100.39-M-101-7  
VOLUME 7

*Supersedes AD-A278 045  
AD-A290 847, AD-A290 846*



19951107 051

**FLIS PROCEDURES MANUAL**  
*Volume 7*  
**ESTABLISH/MAINTENANCE OF  
ORGANIZATIONAL ENTITY AND  
PROVISIONING SCREENING  
MASTER ADDRESS TABLE**

**APRIL 1995**

# **SUPPLEMENTARY**

# **INFORMATION**



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SERVICES CENTER  
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BATTLE CREEK MI 49017-3084



CHANGE NO. 3  
DoD 4100.39-M

CH 3  
DoD 4100.39-M  
Volume 7

DLSC-VPH  
1 January 1997

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 7, DoD 4100.39-M, 1 April 1995, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by *bold-face italic* type. Deletions are indicated in the Significant Changes paragraph below.

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Glossary	iii and iv, vii and viii, xiii thru xvi, xxiii thru xxx	iii and iv, vii and viii, xiii thru xvi, xxiii thru xxx
Table of Contents	1	1
Chapter 1	7.1-1 thru 7.1-8	7.1-1 thru 7.1-8
Chapter 2	7.2-1 and 7.2-2	7.2-1 and 7.2-2
Chapter 3	7.3-1 thru 7.3-3	7.3-1 thru 7.3-3

II. SIGNIFICANT CHANGES

- A. The page changes are effective upon receipt.
- B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for Volume 1.

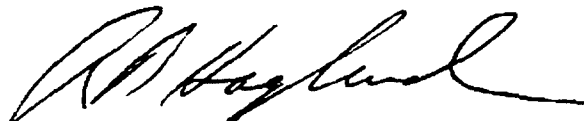
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DLSC - The Key to Readiness

III. This change sheet will be filed in front of Volume 7 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND  
Colonel, USMC  
Commander  
Defense Logistics Services Center

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GLOSSARY  
PART I - ACRONYMS

Volume(s)			Volume(s)		
AAC	Acquisition Advice Code	6,14,15	ASCII	American National Standard Code for Information Interchange	2
ACN	Advance Change Notice, FLIS	1,2	ASD	Assistant Secretary of Defense	
ADC	Air Dimension Code	15	ASPR	Armed Services Procurement Regulation	7
ADP	Automatic Data Processing	1,3,4,7	CAC	Civil Agency Catalog	15
ADPEC	Automatic Data Processing Equipment Identification Code	6,15	CAGE	Commercial and Government Entity Code	1,2,4,5,6, 7,14,15
ADPP	Automatic Data Processing Point	15	CAO	Contract Administration Office	1,15
ADPS	Automatic Data Processing System	1	CB	Change Bulletin	15
AEDA	Ammunitive, Explosives and Other Dangerous Articles	10	CCAL	Certified Contractor Access List	15
AFFC	Air Force Fund Code		CDA	Catalog Data Activity	6
AFLC	Air Force Logistics Command	6,13	CIC	Card Identification Code Item Management Coding Content Indicator Code Continuation Indicator Code	4,6,14 2 2
AFM	Air Force Manual	6,13	CIT	Consumable Item Transfer	6
AIN	Approved Item Name	3,4,6	CMD	Catalog Management Data	1,2,4,5, 6,7,14,15
AINRP	Approved Item Name Reclassification Program	6	COM-RI	Communications Routing Identifier	2,6
AMC	Acquisition Method Code	6,14	CSS	Cataloging Statistical Series	2,14
AMSC	Acquisition Method Suffix Code	6,14	DA	Description Available	15
ANSI	American National Standards Institute, Inc.	2,3,7	DAAS	Defense Automatic Addressing System	1,2,6
APSN	Association Package Sequence Number		DAASO	Defense Automatic Addressing System Office	1,2,4, 1,2,4, 5,6,14
AQL	Acceptable Quality Level	2,14	DAC	Document Availability Code	4
AR	Army Regulation	2,6,13			
ARC	Accounting Requirements Code	15			

CH 3  
DoD 4100.39-M  
Volume 7

		Volume(s)			Volume(s)
DCN	Document Control Number	1.4	DoDAC	Department of Defense Ammunition Code	3
DCSN	Document Control Serial Number	6	DoDD	Department of Defense Directive	1
DD Form	Department of Defense Form	1.2.3, 4.5.7,15	DoDI	Department of Defense Instruction	6.14
DEMIL	Demilitarization	4.15	DOE	Department of Energy	2.4
DESC	Defense Electronics Supply Center	2.14	DPSC	Defense Personnel Support Center	2.13.14
DFSC	Defense Fuel Supply Center	2.14	DRIS	Defense Retail Interservice Support	
DHCO	Departmental Headquarters Catalog Office	2.14	DRMS	Defense Reutilization and Marketing Service	1.15
DIA	Defense Intelligence Agency	13	DRN	Data Record Number	1.2.4, 5.6.7.13
DIC	Document Identifier Code	1.2.4.6.7, 13.14.15	DSC	Defense Supply Center	1.2.4.6
DIPEC	Defense Industrial Plant Equipment Center	1.2.6.7.13	<b>DSCC</b>	<b>Defense Supply Center Columbus</b>	<b>2,14</b>
DISC	Defense Industrial Supply Center	2.14	<b>DSCR</b>	<b>Defense Supply Center Richmond</b>	<b>2,14</b>
DLA	Defense Logistics Agency	1.2.4.5.6, 13.14.15	DSN	Defense Switched Network (formerly: Automatic Voice Network - Autovon)	1.2.3.4.5
DLAH	Defense Logistics Agency Handbook		DSOR	Depot Source of Repair	6
DLAR	Defense Logistics Agency Regulation	6.13	<b>DSWA</b>	<b>Defense Special Weapons Agency</b>	<b>2,4,6,13,14</b>
DLSC	Defense Logistics Services Center	All	<b>DSWACA</b>	<b>Defense Special Weapons Agency Cataloging Activity</b>	<b>4</b>
DM	Descriptive Method (Item Identification)	2.14	EAM	Electronic Accounting Machine	1.2.4, 6.7.13
DoD	Department of Defense	All	ED	Effective Date	2.6.13
DoDAAC	Department of Defense Activity Address Code		ELCD	Extra Long Characteristic Description	2.3.4
DoDAAD	Department of Defense Activity Address Dictionary				

		Volume(s)			Volume(s)
MRC	Master Requirement Code	1,3,4,5,15	ODRC	Output Data Request Code	1,2,4,5,6
MRD	Master Requirement Directory	3,15	OE	Organizational Entity	1,4,5,7,15
MRM	Military Retail Manager	14	PDM	Partial Descriptive Method (Item Identification)	2,4
MTMC	Military Traffic Management Command	1,2,4,6,15	PIC	Priority Indicator Code	1,2,4,5,14
NADEX	NATO Data Exchange	1	PICA	Primary Inventory Control Activity	1,2,4,5, 6,13,14
NAIN	Non-Approved Item Name		PMC	Procurement Method Code	6,14
NATO	North Atlantic Treaty Organization	1,2,4,5, 6,7,13,15	PMIC	Precious Metals Indicator Code	6,15
<b>NCAGE</b>	<b>NATO Commercial and Government Entity</b>	1,4,5,7,15	PORM	Plus or Minus	2,3
NCB	National Codification Bureau	2,4	PSCN	Permanent System Control Number	5,6,15
NDUP	Non-Duplicate	4	PSMAT	Provisioning Screening Master Address Table	1,5,7
NHCI	Nuclear Hardness Critical Item	2,4	PSN	Package Sequence Number	1,2,4,5,7
NIDS	Nuclear Integrated Data System	4	PSOS	Pseudo Source of Supply	6
NIIN	National Item Identification Number	All	PVC	Price Validation Code	
NIMSC	Nonconsumable Item Material Support Code	2,6	Q/R	Query Response, Electronic Data Transfer	
NMFC	National Motor Freight Classification (Code)	1,2,6,15	QUP	Quantity Unit Pack	2,6,15
NOCA	Nuclear Ordnance Cataloging Activity	2,4	RCS	Reports Control Symbol	2,14
NOCO	Nuclear Ordnance Cataloging Office	2,4	RD	Restricted Data	4
NSA	National Security Agency	1,2,4,6, 13,14	RIC	Routing Identifier Code	1,2,6
NSN	National Stock Number	1,2,3,4,	RM	Reference Method (Item Identification)	2,4,14
OCR	Optical Character Recognition (Reader)	1,2,7		Retail Manager	6
			RNAAC	Reference Number Action Activity Code	1,2,4
			RNCC	Reference Number Category Code	2,4,5,6,15

		Volume(s)			Volume(s)
RNFC	Reference Number Format Code	4,5	SNOCA	Service Nuclear Ordnance Cataloging Activity	4
RNJC	Reference Number Justification Code	1,4	SoS	Source of Supply Code	1,2,4,6, 4,15
RNSC	Reference Number Status Code	4	SoSM	Source of Supply Modifier Code	
RNVC	Reference Number Variation Code	5,6,15	SPSN	Submitted Package Sequence Number	
ROFC	Remote Output Format Code	16	SR	Standard Requirement	4
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4	SSR	Supply Support Request System Support Record	1,2,6,13 1,2,5,6, 7,13,14,15
S/A	Military Service/Civil Agency	2,13,14	STDB	Standard Test Data Base	1
SAC	Secondary Address Code	3,4	TACOM	U.S. Army Tank- Automotive Command	2,6,13,14
SADC	Service/Agency Designator Code	2,4,15	TIC	Terminal Identifier Code	
SAIC	Secondary Address Indicator Code		TSN	Terminal Serial Number	
SCN	System Control Number	1,4	UFC	Uniform Freight Classification (Code)	1,6,15
SCR	System Change Request (FLIS)	1,6,15	U/I	Unit of Issue	2,6,15
SFM	Simplified File Maintenance	1,2	U/M	Unit of Measure	
SIC	Statistical Indicator Code		U/P	Unit Price	15
SICA	Secondary Inventory Control Activity	1,2,5,6, 13,14	USCG	United States Coast Guard	1,2,6
SICC	Service Item Control Center	2,6,13,14			
SIN	Submittal Identification Number				
SLC	Shelf Life Code	2,6,15			
SMIC	Special Material Identification Code	2,6,15			

Volume(s)

<b>Continuation Indicator Code (CIC).</b> See DRN 8555, volume 12.	1.4
<b>Contract Administration Office Code (CAO).</b> See DRN 8870, volume 12.	1.15
<b>Controlled Inventory Item Code (CIIC).</b> See DRN 2863, Volume 12.	15
<b>Conversion.</b> The transformation of a value to an equal or equivalent value in a different term or scale.	3
<b>Coordinating Activity.</b> An activity having the responsibility for inter-Service/Agency coordination.	
<b>Criticality Code.</b> See DRN 3843, volume 12.	1.4.5.15
<b>Data Chain.</b> A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4.5
<b>Data Changes.</b> All transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2.4.6
<b>Data Code.</b> A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense <i>Special Weapons</i> Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
<b>Data Element.</b> A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1.4.5.6. 7.15
<b>Data Element Dictionary (DED).</b> An authoritative reference containing the definition and related 1 features of data elements, data chains, and data use identifiers. See volume 12.	1
<b>Data Element Terminator Code.</b> See DRN 8268, volume 12.	1.4
<b>Data Exchange.</b> The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2
<b>Data Item.</b> A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	
<b>Data Range Criteria.</b> Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3

	Volume(s)
<b>Data Record Number (DRN).</b> See DRN 0950, volume 12.	1.2.4.5. 6.7.15
<b>Defense Retail Interservice Support (DRIS) Program.</b> A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
<b>Deletion Reason Code.</b> See DRN 4540, volume 12.	6.14
<b>Demilitarization.</b> The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4.15
<b>Department of Defense Activity Address Code (DoDAAC).</b> See DRNs 0395 and 6550, volume 12.	
<b>Department of Defense Activity Address Directory (DoDAAD).</b> The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
<b>Department of Defense Ammunition Code (DoDAC).</b> See DRN 3767, volume 12.	3.15
<b>Depot Source of Repair (DSOR).</b> An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service Cataloging function.	6
<b>Design Control Reference.</b> The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2.4
<b>Document Availability Code (DAC).</b> See DRN 2640, volume 12.	
<b>Document Control Serial Number.</b> See DRN 1000, volume 12.	1.5.6
<b>Document Control Number.</b> See DRNs 1015 and 3920, volume 12.	4.5.6.15
<b>Document Identifier Code (DIC).</b> See DRN 3920, volume 12.	1.2.4. 5.6.7. 13.14.15
<b>DoD/Federal Functional Manager.</b> The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-MM), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1

Volume(s)

**DOE Controlled Commercial Items.** End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through *DSWA* and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE Code 87991.

4

**DOE Special Design Items.** End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense *Special Weapons* Agency (*DWSA*) and may be categorized as "war reserve quality", "training quality", or "single quality".

4

**Drop Table** Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.

1

**Economic Feasibility.** The determination of the cost effectiveness of a data system change, design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development

1

**Effective Date (ED).** The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month: e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.

2,5,6,13

**Electronic Data Transmission.** This system is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTODIN)).

1,2,4,5,6,7

**Electronic Data Transmission Message Control.** A procedure that may be used by interested recorded users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.

2

**Electrostatic Discharge Code.** A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic interference damage.

8,9,10,15

**End of Transmission (EOT).** An ADP term indicating the conclusion of a transmission.

	Volume(s)
<b>Equivalency Criteria.</b> Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
<b>Estimated Demand.</b> See DRN 0727, volume 12.	
<b>Estimated or Actual Price.</b> See DRN 0731, volume 12.	
<b>Expendability, Recoverability-Reparability Code (ERRC).</b> See DRN 2655, volume 12.	
<b>Extra Long Characteristics Description (ELCD).</b> Characteristics description data which consists of 5,000 characters or more.	2,3,4
<b>Extra Long Reference Number (ELRN).</b> A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
<b>Federal Catalog System.</b> A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6. 14,15
<b>Federal Cataloging Program Statistical Series.</b> A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
<b>Federal Item Identification (FII).</b> A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2,4,6
<b>Federal Item Identification Guide (FIIG).</b> A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1,2,3,4, 5,7,14,15
<b>Federal Item Name Director (FIND).</b> Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15

**Military Standard Transportation and Movement Procedure (MIL-STAMP).** The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow. Supplementing procedures are authorized only to the extent of assuring more detailed operating instruction required by action offices or to cover variances in capabilities.

Prescribed address-marking data elements, formats, and requirements are contained in MILSTAMP and will be reflected in MIL-STD-129, Military Standard Marking for Shipment and Storage, which is maintained by the Department of the Army. MILSTAMP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

**Military Traffic Management Command (MTMC).** A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.

1.2.4.6.15

**MINIMIZE.** A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.

2.4

**MOE Rule Related Data.** Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.

2.4.6

**National Codification Bureau (NCB) Code.** See DRN 4130, volume 12.

4

**National Item Identification Number (NIIN).** See DRN 4000, volume 12.

All

**National Motor Freight Classification Code (NMFC).** See DRN 2850, volume 12.

1.2.6.15

**National Stock Number (NSN).** See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.

1.2.3.4,  
5.6.13,  
14.15

**NATO Commercial and Government Entity (NCAGE).** See DRN 4140, volume 12.

1.4.5,  
7.15

**NATO Stock Number (NSN).** An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.

1.4.6

**Navy Cognizance Code.** See DRN 2608, volume 12.

1,13

	Volume(s)
<b>Next Higher Classifiable Assembly.</b> This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. Also, the classification of the higher assembly is indicated specifically in an entry in the Numeric Index (Cataloging Handbook H2-2). The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
<b>Nominal Value.</b> A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.	
<b>Non-Approved Item Name (NAIN).</b> See DRN 5020, volume 12.	3
<b>Non-Duplicate (NDUP).</b> When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
<b>Normal Source of Procurement.</b> See DRN 0721, volume 12.	
<b>Nuclear Hardness Critical Item (NHCI).</b> As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
<b>On Hand/Due In.</b> See DRN 0722, volume 12.	
<b>Operational Feasibility.</b> The determination of whether a d. system change will operate properly and be properly used once developed and implemented.	1
<b>Operational Need Date.</b> See DRN 0726, volume 12.	
<b>Optical Character Recognition (Reader) (OCR).</b> A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.	1.2.7
<b>Organizational Entity (O.E.).</b> An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.	1.3.4. 5.6.7. 14.15
<b>Original Federal Item Identification.</b> An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.	4

Volume(s)

**Originating Activity.** Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense *Special Weapons Agency*), the originating activity assumes the status also of a submitting activity.

2.4.5.6

**Originating Activity Code.** See DRN 4210, volume 12.

1.4.5.  
6.15

**Output Data Request Code (ODRC).** See DRN 4690, volume 12. 1.2.4.5.6

**Package Sequence Number (PSN).** See DRN 1070, volume 12.

1.2.4.  
5.7.14

**Partial Descriptive Method Item Identification (PDM).** A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.

2.4.14

**Permanent System Control Number (PSCN).** See DRN 4250, volume 12.

1.2.4.  
5.6.15

**Possible Duplicate Item-of-Supply Concepts.** An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).

4

**Precious Metal Indicator Code (PMIC).** A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).

8.9.10.15

**Price Validation Code, Air Force (PVC).** See DRN 0858, volume 12.

**Primary Inventory Control Activity (PICA).** See DRN 2866, volume 12.

1.2.4.5.  
6.13.14

**Primary Reference Number.** The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".

4

	Volume(s)
<b>Priority Indicator Code (PIC).</b> See DRN 2867, volume 12.	2.4.5.14
<b>Procurement Method Code (PMC).</b> See DRN 2871, volume 12.	6.14
<b>Procurement Method Suffix Code (PMSC).</b> See DRN 2876, volume 12.	6.14
<b>Production Lead Time.</b> See DRN 0730, volume 12.	
<b>Proposed Original Item Identification.</b> An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2.4
<b>Provisioning Screening Master Address Table (PSMAT).</b> See DRN 0232, volume 12.	1.5.7
<b>Provisioning Supply Support Request.</b> Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2.6
<b>Qualitative Value.</b> The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
<b>Quantitative Value.</b> The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
<b>Quantity Unit Pack (QUP).</b> See DRN 6106, volume 12.	6.15
<b>Rail Variation Code.</b> See DRN 4760, volume 12.	1.2.6.15
<b>Reactivation Coding.</b> Application of the approved IMC criteria by the ICPs to inactivated NSNs for which a IMM was the last manager, and the ICP is not currently recorded as a user.	6
<b>Receiver Code.</b> See DRN 2534, volume 12.	
<b>Record Separator.</b> The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
<b>Reference Drawing.</b> Reference Drawing Groups (RDG) appear in Appendix B of the Federal Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.	
<b>Reference Method of Item Identification (RM).</b> The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2.4.6.14

Volume(s)

**Reference Number.** A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO Stock Numbers; specification or standard part, drawing, or type numbers. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.

2.4.5.  
14.15

**Reference Number Action Activity Code (RNAAC).** See DRN 2900, chapter 12.2.

1.4

**Reference Number Category Code (RNCC).** See DRN 2910, chapter 12.2.

2.4.5.6.  
15

**Reference Number Category Code Combination.** Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.

**Reference Number Format Code (RNFC).** See DRN 2920, chapter 12.2.

4.5

**Reference Number Justification Code (RNJC).** See DRN 2750, chapter 12.2.

1.4

**Reference Number Status Code (RNSC).** See DRN 2923, chapter 12.2.

**Reference Number Variation Code (RNVC).** See DRN 4780, chapter 12.2.

2.4.5.15

**Reference/Partial Descriptive Method Reason Code (RPDMRC).** See DRN 4765, chapter 12.2.

1.2.4

**Reinstated Federal Item Identification.** A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.

4.6

**Remote Output Format Code.** See DRN 0841, chapter 12.2.

16

**Reparability Code - Coast Guard.** See DRN 0709, chapter 12.2.

1

**Reply.** A reply (data item) is the answer to a specific requirement.

3.4

**Reply Code.** A code that represents an established reply to an approved requirement.

3.4

**Reply Table.** A listing of replies (data item) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.

3.4

**Report Control Symbol (RCS).** Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.

2.14

	Volume(s)
<b>Reports Generator.</b> Designed to produce one-time listings or reports from the FLIS files.	1.5
<b>Requirement.</b> A definition of a required characteristic.	3.4
<b>Requirement, Lead-In.</b> A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a MRC, nor does it ever require a reply.	3
<b>Requirement, Major.</b> A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	3
<b>Requirement, Subordinate.</b> A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	3
<b>Retail Manager (RM).</b> A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by a IMM, including DWSA, NSA, and TACOM.	6
<b>Retroactive Coding.</b> Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
<b>Return Coding.</b> A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6
<b>Routine Reclassification Action.</b> Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
<b>Routing Identifier Code (RIC).</b> A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1.2.6
<b>Secondary Address Code (SAC).</b> See DRN 8990, chapter 12.2.	1.3.4
<b>Secondary Address Indicator Code (SAIC).</b> See DRN 9485, chapter 12.2.	3
<b>Secondary Inventory Control Activity (SICA).</b> See DRN 2938, chapter 12.2.	1.2.6, 13.14
<b>Service/Agency Designator Code (SADC).</b> See DRN 4672, chapter 12.2.	2.4.15

**Service Item Control Center (SICC).** An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.

**Shelf Life Code (SLC).** See DRN 2943, chapter 12.2.

6.15

**Simplified File Maintenance (SFM).** FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.

1.2

**Single Quality Items.** Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.

4

**Single Submitting Activity.** See DRN 9255, chapter 12.2.

2.4

**Source Controlled Federal Item Identification.** A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.

4

**Source of Supply Code (SOS).** See DRN 3690, chapter 12.2.

4.5.6.  
14.15

**Source of Supply Modifier Code (SOSM).** See DRN 2948, chapter 12.2.

6

**Specially Designed Item.** The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment". In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.

4

**Special Packaging Requirement.** See DRN 0725, volume 12.

**Standard Requirement.** A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.

4

**Standard Test Data Base (STDB).** Maintained at DLSC with data input by Services/Agencies participating in the interface test program.

1

**Statistical Indicator Code.** See DRN 3708, volume 12.

**Submitted Package Sequence Number (SPSN).** See DRN 8328, volume 12.

	Volume(s)
<b>Submitter Code.</b> See DRN 2535, volume 12.	
<b>Submitting Activity.</b> Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense <i>Special Weapons Agency</i> ), through which the originating activity is required to submit its proposals to DLSC.	1.2.3.4.5.6.7
<b>Submitting Activity Code.</b> See DRN 3720, volume 12.	1.4.5.15
<b>Supply Management Data.</b> Item data which do not affect NSN assignment but are necessary to support logistics functions.	3.6
<b>Supply Support and Cataloging Action Request.</b> Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
<b>Supply Support Request (SSR).</b> A request submitted by the activity responsible for supporting an end item being provisioned to a Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2.6
<b>Suspense File.</b> The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1.4.5
<b>System Change Request (SCR).</b> A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities. a. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation. b. Expedite - SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation. c. Emergency - an SCR required to maintain the operational status of FLIS	1.6.15
<b>System Control Number (SCN).</b> See DRN 3735, volume 12.	4.6
<b>System Support Record (SSR).</b> The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-up, Graphics, Process Control, Mass Changes to FLIS data base, Mass Data Retrieval, and Tailored Data Interrogations.	1.2.5.6.7, 13.14.15
<b>Technical Feasibility.</b> The determination of whether the development of a date system change is possible within the limits of available technology.	1

**ESTABLISH/MAINTENANCE OF ORGANIZATIONAL ENTITY (OE)  
AND PROVISIONING SCREENING MASTER ADDRESS FILE  
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## CHAPTER 1

### ESTABLISHMENT/MAINTENANCE, O.E. MASTER FILE (CAGE/NCAGE)

#### 7.1.1 Introduction

a. The procedures in this chapter prescribe the input modes/formats and instructions to be followed by activities/agencies when submitting requests to the Defense Logistics Services Center (DLSC) for processing new code assignments and/or maintenance actions for:

(1) Commercial and Government Entity Code (CAGE). A five-position alphanumeric code with a numeric in the first and last positions (e.g., 27340, 2A345, 2AA45, or 2AAA5), assigned to United States and Canadian organizations which manufacture and/or control the design of items supplied to a Government Military or Civil Agency or assigned to United States and foreign organizations, primarily for identifying contractors in the mechanical interchange of data required by MILSCAP and the Service/Agency automatic data processing (ADP) systems. The CAGE data provides the data base for the LOLA and FED LOG application, and the H series products on one CD-ROM. (See volume 15, chapter 9).

(2) NATO *Commercial and Government Entity* (NCAGE). A five-position alphanumeric code requiring an alpha character in either the first or last position (e.g., AA123, 3AAAA, AAAA3, K2345 or 2345K), assigned to organizations located in North Atlantic Treaty Organization (NATO) member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government Military Activity or Civil Agency. The NCAGE data provides the data base for the LOLA and FED LOG application, and the H series products on one CD-ROM. (See volume 15, chapter 9.)

b. Terminology. The FLIS data base documentation in many instances references the term Organizational Entity (O.E.) File/Sector. As a matter of

clarification, the term "Organizational Entity" or "O.E." in this portion of the procedures manual, pertains/relates exclusively to the CAGE/NCAGE coding system.

c. The FLIS design features of the DLSC O.E. Master CAGE/NCAGE File provide for submission of multi-media type input in a mechanized format. Resulting output from DLSC will be incorporated into the mechanized systems of recorded recipient Services and Agencies. (See volume 10, table 134 for DLSC/foreign governments responsible for assigning and maintaining CAGE/NCAGE).

d. Submission mode of proposed input transactions will be by an on-line system input by DLSC only.

e. Requests for new CAGE Codes will be submitted in one (1) of the following fashions:

(1) DD Form 2051 - When this method of requesting a new CAGE Code is used, Section A of the form must be completed by a government activity/agency or by a Procurement Technical Assistance Center. Section B of the form may be completed by the company involved. (See APPENDIX 7-1-A).

(2) NATO Form AC/135-NR2 - This method will be used by the NATO countries when requesting codes for firms located in the United States (See APPENDIX 7-1-B).

(3) Electronic Commerce/Electronic Data Interchange (EC/EDI) - When a firm registers their intent to do business with the Federal Government using EC/EDI precepts, they may also submit their request for a new CAGE Code directly to DLSC using the ANSI-X12-838 Transaction set.

(4) Information regarding the submittal of an 838 Transaction may be obtained from the Electronic Commerce Information Center (ECIC) using

one (1) of the following:

(a) Voice Phone - 1-800-EDI-3414 or (703)681-0211

(b) FAX Phone - (703)681-0349

(c) Email - dodedi@acq.osd.mil

(d) Regular mail -

Electronic Commerce Programs Office  
5111 Leesburg Pike, Suite 9104  
ATTN: EC Information Center  
Falls Church, Va 22041

(5) Requests for maintenance actions received directly from the manufacturer will continue to be processed by DLSC regardless of the media received.

(6) Letters and/or forms concerning the CAGE Code System will be directed to:

Commander  
Defense Logistics Services Center  
ATTN: DLSC-SBB  
Federal Center  
74 N. Washington  
Battle Creek, Mi 49017-3084

f. Prior to submission of a request for code assignment or maintenance action, activities/agencies which have access to Federal Logistics Data on Compact Disc (FED LOG) or Logistics On—Line Access (LOLA) will screen these systems to ensure a CAGE/NCAGE has not already been assigned or updated for the particular organizational entity. The Defense Logistics Services Center sends out computer-generated letters to coded contractors requesting verification of the organization's status, making one complete cycle of the file annually. This factor should be considered; however, an activity/agency should not withhold

information available concerning an O.E. because of this process.

g. The following references contain explicit instructions concerning formats and preparation of CAGE/NCAGE data to be forwarded to DLSC.

REFERENCE	CONTENT
Appendices 7-1-A and 7-1-B	Preparation of Forms
Volume 10, Chpter 10.4	Codes/Tables for CAGE/NCAGE

h. Maintenance of FLIS data base. Following DLSC approval/processing of a transaction wherein a CAGE/NCAGE is cancelled and replaced by an CAGE/NCAGE involving one or more part numbers, a mass change of FLIS data base records will result from DLSC machine-generated LAR/LDR transactions. DLSC will in turn provide the applicable activity/agency data receivers appropriate file maintenance data on KAR, KCR, and KDR transactions for updating their National Item Identification Number (NIIN) file records.

i. The O.E. Master file is the basis for the H Series on CD-ROM product. Procedures governing these publications are contained in volume 15, chapter 15.9.

**7.1.2 Add Total New Commercial and Government Entity or NATO Commercial and Government Entity.** This section describes the criteria governing the assignment of new CAGE/NCAGE data, subsequently referred to as O.E. Type A - Manufacturers; Type E - NATO Manufacturers; and Type F - Nonmanufacturers.

a. Add Total O.E. Record - Type A - CAGE Code.

(1) Activities/agencies will ensure that prior to submitting a request to DLSC for the assignment of

a new CAGE Code number that the code is in fact required for design documentation and/or operations pertaining to cataloging a new item or adding a new source of supply to an item already cataloged. In this regard, the code will be requested after the item has been procured from the new source and not before a solicitation has been made.

(2) The following kinds of organizations/functions are eligible for CAGE Code assignments:

(a) Manufacturing organizations that are the sources from which items of supply are obtained for use in the Federal Supply System

(b) Commercial organizations that control the design of items used by the Federal Government but do not necessarily manufacture nor sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks. (The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Distributors who are sole sources of supply for items which cannot be purchased directly from the manufacturer located in the U.S., Canada, or any NATO member nation.

(e) Government agencies that manufacture items entering the Federal Supply or Military Industrial Systems, or control the design of such items without actually manufacturing them.

(f) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government under MIL-D-1000, MIL-STD-100, or MIL-STD-804.

(g) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with various military specifications/standards such as MIL-E-1 and MIL-STD-130.

(h) Various kinds of Government specifications, and certain Government organizations connected with the development of standards and/or specifications.

(i) The O.E. Master File is the basis for H4, NATO *Commercial and Government Entity (NCAGE)*, and LOLA and FED LOG CAGE inquiry applications. Procedures governing the H4 publication is contained in volume 15, LOLA Procedures in volume 16, and FED LOG Procedures in volume 17.

(3) Requests for new CAGE Code assignments to Government organizations or specifications and standards promulgated by Government organizations must be submitted on the letterhead of the agency/activity to which the code is to be assigned. They must specify the type of drawings, items, or documents controlled.

b. Add Total O.E. Record - Type F - CAGE Code.

(1) Submitting activities will ensure that the CAGE Code assignment is required for identifying an organization/function in MILSCAP, bid abstracts, purchase documents, and/or other documents pertaining to the contract/purchase agreement as required by DoD 41000.25-5-M MILSCAP Manual; Armed Services Procurement Regulation (ASPR); DoD Procurement Manual; and the DoD procurement circulars.

(2) The following kinds of organizations/functions are eligible for Type F CAGE Code assignments:

Manufacturing organizations not qualifying for

a Type A CAGE Code.

- Distributors.
- Sales offices.
- Retail establishments.
- Service organizations.
- Wholesale or jobbing establishments.
- Professional organizations, including engineering.
- Construction and mining firms.
- Banks and universities.
- Any other nongovernment organizations which must be identified in MILSCAP data interchange.

c. Add Total O.E. Record - Type E - **NCAGE**.

(1) Only specific foreign codification authorities are presently empowered to assign **NCAGEs** to manufacturers or other organizational entities located in NATO and non-NATO countries (excluding U.S.).

(a) Requests for **NCAGE** assignments to facilities located in NATO or non-NATO countries may be initiated by U.S. manufacturers and manufacturers located in non-NATO countries, and by U.S. Military Activities/Civil Agencies. Routine requests may be submitted to DLSC (ATTN: SBB) for transmittal to the proper foreign codification authority which in turn processes the request and notifies DLSC of the code assignment. DLSC then confirms the code assignment to the requester. Routine **NCAGE** assignments take approximately 60 days to process.

(b) The requesting facility will submit to DLSC (ATTN: SBB) a completed DD Form 2051, Request for Assignment of CAGE Code/Contractor, accompanied by a letter of transmittal. The letter will enable DLSC to expedite confirmation of the **NCAGE** to the requester.

(c) For expedited assignment of **NCAGEs** to facilities located in NATO or non-NATO countries,

FAX a DD Form 2051 as per paragraph 7.1.2.c.(1)(b) to DLSC-SBB at DSN 932-4528 or commercial 616-961-4528. Expedited **NCAGE** assignments take approximately 30 days to process. For emergency assignment of **NCAGEs** the manufacturer or other entity for which **NCAGE** assignment is required may apply directly to the National Codification Bureau (NCB) of the country in which the entity is located (for NATO countries) or to the NATO Maintenance and Supply Agency (NAMSA)(for non-NATO countries). The entity would apply for **NCAGE** assignment via FAX using a NATO Form AC/135 No. 2 (see Appendix 7-1-B for instructions). For the FAX number of the applicable NCB or NAMSA, contact DLSC-SD at DSN 932-4328 or commercial 616-961-4328. However, the entity applying for the **NCAGE** should ensure that notification of the **NCAGE** assignment is sent by FAX to DLSC-SBB at DSN 932-4528 or commercial 616-961-4528. Emergency **NCAGE** assignments take approximately 3 business days to process.

(2) Activities/Civil Agencies will ensure that prior to submitting a request to DLSC for the assignment of an **NCAGE** that the code is in fact required for design documentation and/or item identification. An **NCAGE** will be requested after the item has been procured from the new source and not before a solicitation has been made.

(3) The following kinds of non-NATO foreign organizations/functions are eligible for **NCAGE** assignments in connection with Federal supply cataloging operations:

(a) Manufacturers, distributors, or other entities that are the sources from which items of supply are obtained for use in the Federal Supply System.

(b) Commercial organizations that control

the design of items used by the Federal Government, but do not necessarily sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks. (The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government under MIL- D-1000, MIL-STD-100, or MIL-STD-804.

(e) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with military specifications/standards such as MIL-E-1 and MIL-STD-130.

**7.1.3 Change Data to an Existing CAGE/NCAGE Record.** This section describes the criteria for external requests to DLSC for adding, changing or deleting permissive data elements to an existing CAGE/NCAGE record.

a. Change Data to an Existing O.E. Record - Types A and F. Requests for maintenance actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared and signed by an official of the firm.

b. Change data to an existing O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements.

**7.1.4 Cancel total CAGE/NCAGE Code Record.** This section describes the criteria for requesting a cancel O.E. transaction. These transactions will be

used to change an O.E.'s status to cancelled with or without replacement. They will not purge the record from the file in its entirety, but will purge such data as Post Office box number and street address. The only time an CAGE/NCAGE will be considered as a replacement for another code is when the succeeding firm has acquired all design, manufacturing, and/or patent rights to all product lines manufactured by the defunct organization and this fact is substantiated in writing by the firms involved. The fact that a firm manufactures identical items, but did not acquire the rights of the defunct firm, does not qualify it as a replacement.

a. Cancel Total O.E. Record - Type A - CAGE Code.

(1) The information an activity agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(a) Confirm that the coded facility has ceased all manufacturing operations. (In instances where a portion of the product lines have been discontinued or sold, a delete total CAGE Code transaction is not proper.)

(b) If the coded facility has ceased all manufacturing operations in their entirety, determine if the operation was sold, including all design, manufacturing, and patent rights pertaining to items previously manufactured and furnished to the Government.

(c) If all manufacturing operations of a defunct firm have been sold (including all manufacturing, patent rights, etc.), advise whether such operations were acquired by a single successor firm or if multiple successor firms are involved.

(d) If all manufacturing operations of a defunct firm have been sold to a single successor firm, advise whether the successor firm has previously been assigned an CAGE Code.

(e) If all manufacturing operations of a defunct facility have been merged into one affiliated facility, advise whether the acquiring facility has previously been coded.

(2) If the proposed transaction does not include a replacement CAGE Code, the accompanying correspondence will contain just that information listed above which is necessary to ascertain that the organization is, in fact, defunct.

(3) If the proposed transaction does include a replacement CAGE Code, the accompanying correspondence will provide the information listed in paragraph 7.1.4.a.(1) necessary to ascertain that the replacement CAGE Code submitted is proper.

(4) If there is a known successor firm, but that firm is not coded, the pertinent information listed in paragraph 7.1.4.a.(3) will be submitted to DLSC with the complete name and address of the successor organization. If, after evaluation, DLSC determines that a code should be obtained for the successor organization and a cancel/replace transaction submitted, such action will be taken by DLSC.

b. Cancel Total O.E. Record - Type F - CAGE Code. The information an activity/agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(1) Indicate that the coded facility has ceased all operations, and is in fact defunct.

(2) If the coded facility has ceased all operations in its entirety, determine if the facility was sold.

(3) If the operations of a defunct firm have been sold, determine if acquired by one single successor firm or if multiple successor firms are involved.

(4) If all operations of a defunct firm have

been sold to or merged with a single successor firm, determine if successor firm has previously been assigned a CAGE Code.

c. Cancel Total O.E. Record - Type E - **NCAGE**. A cancel Total O.E. transaction will be accomplished only by DLSC solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements thereto. DLSC will prepare the documents.

**7.1.5 Reinstate Cancelled CAGE/NCAGE Record.** This section describes the criteria for external requests to DLSC for reinstating O.E. records that are recorded on the DLSC O.E. Master File as cancelled.

a. Reinstate Cancelled O.E. Record - Types A and F. Requests for reinstatement actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared by an official of the firm.

b. Reinstate Cancelled O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence.

**7.1.6 Outputs from Processing O.E. Master File Records.** This section encompasses the output data distribution system employed by DLSC. Specific data Receivers of O.E. file maintenance data are determined by each requiring Service/Agency. Output mode(s) for dissemination of data is predicated on specific type of output transaction, data involved, and activity/agency mode of communication for receiving data from DLSC; i.e., Electronic Data Transmission (message data), magnetic tape, correspondence, FAX, BBS, EDI, and telephone.

a. NIIN File Maintenance Update. Following approval/processing of a Total O.E. input transaction containing a replacement O.E. code number

involving one or more FLIS data base part numbers, DLSC will provide the applicable activity/agency receivers with appropriate FLIS data base file maintenance data for updating their NIIN file records. Update actions for deletion of a cancelled O.E. code and adding of a replacement O.E. code are accomplished by DLSC forwarding machine-generated KDR, KCR, and KAR transactions to data receivers.

b. O.E. SSR File Maintenance Service (DIC KHN). Provides activities/agencies machine sensitive records to establish and maintain an O.E. file containing each assigned CAGE/NCAGE related data as recorded and maintained on the DLSC Master Consolidated CAGE/NCAGE File. This service is available only to recipients of the basic file. (See volume 8, chapter 8.2 for format.)

(1) O.E. data includes Type O.E. Code, O.E. Code number, related names, street address (if available), city, state/country, Foreign/Domestic Designator, O.E. Replacement Code, O.E. Status Code, O.E. Designator, ZIP Code, Contract Administration Office (CAO), and Automatic Data Processing (ADP) Point (as applicable), and related socioeconomic data.

(a) The O.E. Status Code designates a specific status condition related to an O.E. There may be two complete records for an O.E.; however, only one record is shown in a current status. (See volume 10, table 19.)

(b) The complete package for each CAGE/NCAGE consists of one or more records. Each record will be 80 positions in length.

(2) Requests for O.E. Master file maintenance service will be processed through normal headquarters office channels to reach the Defense Logistics Services Center not less than 45 days prior to need. This will permit the release of the latest information available.

(3) File maintenance is available by means of electronic data transmission (for telecommunications procedures controlling electronic transmission see volume 2, paragraph 2.3.2.d). Data records will be released on a daily basis.

c. The basic O.E. Master File will be provided to agencies/activities on magnetic tape upon receipt of their written requirements, forwarded through their appropriate command headquarters. The basic file will be contained on two reels of magnetic tape, provided by DLSC, and forwarded to the requesting activity by certified mail. Format will be in accordance with DIC KHN, volume 8, chapter 8.2.

(1) The basic file will contain O.E. File Maintenance Transaction Code 003 data only.

(2) DLSC has the capability of providing tapes with any of the characteristics described in volume 10, table 10.

d. The normal mode of output for O.E. will be electronic data transmission when the activity possesses electronic receiving capabilities.

e. For those activities/agencies that do not possess electronic capabilities, notification of action taken will be in letter form except when CAGE Codes are assigned to U.S. firms for a NATO government; then confirmation will be on NATO Form AC/135-NR.2, section B. (See appendix 7-1-B.)

**7.1.7 Cage Bulletin Board System (BBS).** This describes the new 24 hours a day BBS and various methods to access the System.

a. The Cage BBS provides a fast and simple electronic method for CAGE Code assignments and maintenance requests. The streamlined DD Form 2051 requires only essential information for quicker processing results. Requests received via BBS will be processed and answered by BBS.

b. A portion of the Bulletin Board is designated

as a "Question and Answer" section allowing users to ask CAGE related questions. The system also provides a "Mail Message" option enabling users to send DLSC-SBB comments and suggestions.

c. Access to the Bulletin Board is possible by "dial up" on a personal computer and a modem, or access through the Defense Data Network (DDN).

(1) If using the ENABLE software package, the following information for Telecom Setup is as follows:

Baud Rate = 1200 or 2400

Parity = None

1 Stop Bit

Duplex = Full

Word Size = 8 Bits-

(2) The telephone number for the CAGE BBS:

800-841-4431

(3) If utilizing DDN, the address is: TELNET 131.87.1.123.

(4) Activities having access to the Logistics Remote User Network (LOGRUN) or have Electronic Mail (E-Mail) on a DMINS machine normally have DDN connectivity.

d. If assistance is required with signing on the CAGE BBS, call:

(616) 961-4358, AV 932-4358

(616) 961-4385, AV 932-4385

## CHAPTER 2

### ESTABLISHMENT/MAINTENANCE OF PROVISIONING SCREENING MASTER ADDRESS TABLE (PSMAT)

#### 7.2.1 Registration in the PSMAT

a. These instructions cover the procedures to be used to register activities as users of the Defense Logistics Services Center provisioning screening services or as submitters of characteristics data searches, and to record such activities and their requirements in the DLSC Provisioning Screening Master Address Table (see volume 10, table 23).

b. Ten days prior to the initial submittal of LSF or LSR search transactions, the submitters and receivers requirements and address data must be registered in the PSMAT under an applicable Destination Code, Screening. Only a Government Service or Agency is authorized to establish and maintain registrations in the PSMAT. Non-Government activities (private sector) must submit their requests through the authorizing Government agency or Service activity. DLSC-S will advise the submitter as soon as the registration is effected. If the submitter does not receive such notification, a follow-up inquiry will be made prior to the submission of screening requests.

c. A letter of registration is required as the authorization for activities and their contractors to participate in the DLSC provisioning screening program and to provide for their registration in the DLSC PSMAT. The letter of registration must be submitted to DLSC by the responsible Government activity and will contain the following information:

- Type of action (establish, add, change, delete)
- Recipients complete mailing address(es)
- Media of output (see volume 10, table 10)
- Alternate media of output (Electronic Data Transfer) (see volume 10, table 10)
- Activity Code, Screening (DRN 0177)
- Destination Code, Screening (DRN 3890)
- Service Code (see volume 10, table 42)
- Communications Routing Indicator Code

(Electronic Data)

Authorization for Catalog Management Data  
(CMD)

(1) Submitters who require the return of provisioning screening results by mail will submit a letter of registration. (See section 7.2.3)

(2) Submitters who will receive provisioning screening results electronically will establish their registration through the submission of a letter of registration.

(3) The letter of registration will be addressed to:

Commander  
Defense Logistics Services Center  
ATTN: DLSC-S  
Federal Center  
Battle Creek, MI 49017-3084

d. Notification to Contractors. When a contractor is to be established as a registrant in the DLSC PSMAT, the responsible Government activity will furnish the contractor the destination and the activity codes prior to the preparation of provisioning screening requests by the contractor. This will be done no later than 15 days after the receipt of a request for these codes from the contractor.

e. Multiple Addressees. When multiple output of screening results is requested, all addressees registered under the applicable destination code will receive the results of screening. When single output is requested, only the first addressee in the register (under the applicable destination code) will receive the results.

f. The destination code is five characters in length and may be any combination of alphanumeric characters as designated by the submitter. The destination

code for a Government activity submitter must contain at least two alpha characters in order to preclude duplication of a valid **CAGE/NCAGE**. The destination code for a contractor may consist of, but is not restricted to, its assigned **CAGE/NCAGE**.

**7.2.2 Maintenance of the DLSC Master Address Table.** It will be the responsibility of the Government activity having cognizance of the screening requirements of the contractors to update and purge the PSMAT according to current requirements. Special attention should be directed to deletion of addresses and destination codes upon completion of contractual obligations or Service/Agency requirements.

**7.2.3 Destination Code/Address Data Fixed Format - Instructions.** The Destination Code/Address data will be established in fixed format. The following procedures will be used in the preparation of data required to establish the destination code and related address information for initial inclusion in, and subsequent maintenance of, the PSMAT.

a. Position 1-3, Document Identifier Code (Data Record Number (DRN) 3920). (See volume 8, chapter 8.1.)

LUP - Establish a new destination code and related address information or add an address to an existing destination code.

LUR - Change address information or output media code of an existing destination code.

LUS - Delete destination code and all related address information or delete an address from a destination code. A separate deletion action must be made for each address under a destination code when the destination code and at least one address is to be retained.

b. Position 4-6, Package Sequence Number (DRN 1070). A three-position alphanumeric sequence number to control or maintain the sequence of lines in an address package. The first line of the first address will contain A01, the second line A02, and continue thus to the last line of the last address in the package which will be Z and the appropriate number; e.g., if there are 12 lines total in the entire package the last line will be Z12.

c. Position 7, Blank.

d. Position 8-9, Activity Code, Screening (DRN 0177). The two-position code designating the submitter or responsible Government activity (as listed in, but not restricted to, volume 10, table 104; e.g., TG Warner Robins AFB, KE Aviation Supply Office, etc.).

e. Positions 10-14, Destination Code, Screening (DRN 3890). The five-position code which identifies the recipient(s) of provisioning screening results.

f. Positions 10-14, Deletion of Destination Code, Screening - DIC LUS. To delete an entire destination code and all of its related address data, positions 15-80 will be left blank. To delete one address from an existing destination code, positions 15-16 must be completed and 17-80 will be left blank.

g. Positions 15-16, Address Line Sequence Code (DRN 0233). A two-position alphanumeric number to sequence the individual addresses in a multiple address package and to sequence the lines within each address. The first position (15) will be alpha starting with A, and each line in an address will have the same alpha in position 15. Position 16 will be numeric and will be sequenced starting with 1 in the first line of an address, 2 in the second line, etc., so that a 5 line address would be sequenced

CHAPTER 3  
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LUP-Add New Destination Code Screening (DLSC only)	7.2-2	7.2.3.a	Vol 8
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TITLE	PAGE	NARRATIVE	OTHER REFERENCES
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DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SERVICES CENTER  
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CHANGE NO. 2  
DoD 4100.39-M

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CH 2  
DoD 4100.39-M  
Volume 7

DLSC-VPH  
1 October 1996

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 7, DoD 4100.39-M, 1 April 1995, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Glossary	iii and iv, vii thru xii, xix and xx, xxv and xxvi, xxix thru xxxi 1	iii and iv, vii thru xii, xix and xx, xxv and xxvi, xxix thru xxxi 1
Appendix 7-2-B		

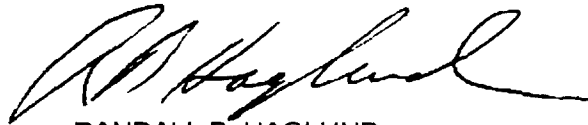
II. SIGNIFICANT CHANGES

- A. The page changes are effective upon receipt.
- B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for Volume 1.

CH 2  
DoD 4100.39-M  
Volume 7

III. This change sheet will be filed in front of Volume 7 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND  
Colonel, USMC  
Commander  
Defense Logistics Services Center

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GLOSSARY  
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6,14,15	ASCII	American National Standard Code for Information Interchange	2
ACN	Advance Change Notice, FLIS	1,2	ASD	Assistant Secretary of Defense	
ADC	Air Dimension Code	15	ASPR	Armed Services Procurement Regulation	7
ADP	Automatic Data Processing	1,3,4,7	CAC	Civil Agency Catalog	15
ADPEC	Automatic Data Processing Equipment Identification Code	6,15	CAGE	Commercial and Government Entity Code	1,2,4,5,6, 7,14,15
ADPP	Automatic Data Processing Point	15	CAO	Contract Administration Office	1,15
ADPS	Automatic Data Processing System	1	CB	Change Bulletin	15
AEDA	Ammunitive, Explosives and Other Dangerous Articles	10	CCAL	Certified Contractor Access List	15
AFFC	Air Force Fund Code		CDA	Catalog Data Activity	6
AFLC	Air Force Logistics Command	6,13	CIC	Card Identification Code Item Management Coding Content Indicator Code Continuation Indicator Code	4,6,14 2 2
AFM	Air Force Manual	6,13	CIT	Consumable Item Transfer	6
AIN	Approved Item Name	3,4,6	CMD	Catalog Management Data	1,2,4,5, 6,7,14,15
AINRP	Approved Item Name Reclassification Program	6	COM-RI	Communications Routing Identifier	2,6
AMC	Acquisition Method Code	6,14	CSS	Cataloging Statistical Series	2,14
AMSC	Acquisition Method Suffix Code	6,14	DA	Description Available	15
ANSI	American National Standards Institute, Inc.	2,3,7	DAAS	Defense Automatic Addressing System	1,2,6
APSN	Association Package Sequence Number		DAASO	Defense Automatic Addressing System Office	1,2,4, 1,2,4, 5,6,14
AQL	Acceptable Quality Level	2,14	DAC	Document Availability Code	4
AR	Army Regulation	2,6,13			
ARC	Accounting Requirements Code	15			

		Volume(s)			Volume(s)
DCN	Document Control Number	1,4	DNACA	Defense Nuclear Agency Cataloging Activity	4
DCSC	Defense Construction Supply Center	2,14	DoD	Department of Defense	All
DCSN	Document Control Serial Number	6	DoDAAC	Department of Defense Activity Address Code	
DD Form	Department of Defense Form	1,2,3,4,5,7,15	DoDAAD	Department of Defense Activity Address Dictionary	
DEMIL	Demilitarization	4,15	DoDAC	Department of Defense Ammunition Code	3
DESC	Defense Electronics Supply Center	2,14	DoDD	Department of Defense Directive	1
DFSC	Defense Fuel Supply Center	2,14	DoDI	Department of Defense Instruction	6,14
DGSC	Defense General Supply Center	2,14	DOE	Department of Energy	2,4
DHCO	Departmental Headquarters Catalog Office	2,14	DPSC	Defense Personnel Support Center	2,13,14
DIA	Defense Intelligence Agency	13	DRIS	Defense Retail Interservice Support	
DIC	Document Identifier Code	1,2,4,6,7,13,14,15	DRMS	Defense Reutilization and Marketing Service	1,15
DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13	DRN	Data Record Number	1,2,4,5,6,7,13
DISC	Defense Industrial Supply Center	2,14	DSC	Defense Supply Center	1,2,4,6
DLA	Defense Logistics Agency	1,2,4,5,6,13,14,15	DSN	Defense Switched Network (formerly; Automatic Voice Network - Autovon)	1,2,3,4,5
DLAH	Defense Logistics Agency Handbook		DSOR	Depot Source of Repair	6
DLAR	Defense Logistics Agency Regulation	6,13	EAM	Electronic Accounting, Machine	1,2,4,6,7,13
DLSC	Defense Logistics Services Center	All	ED	Effective Date	2,6,13
DM	Descriptive Method (Item Identification)	2,14	ELCD	Extra Long Characteristic Description	2,3,4
DNA	Defense Nuclear Agency	2,4,6,13,14			

		Volume(s)			Volume(s)
MRC	Master Requirement Code	1,3,4,5,15	ODRC	Output Data Request Code	1,2,4,5,6
MRD	Master Requirement Directory	3,15	OE	Organizational Entity	1,4,5,7,15
MRM	Military Retail Manager	14	PDM	Partial Descriptive Method (Item Identification)	2,4
MTMC	Military Traffic Management Command	1,2,4,6,15	PIC	Priority Indicator Code	1,2,4,5,14
NADEX	NATO Data Exchange	1	PICA	Primary Inventory Control Activity	1,2,4,5,6,13,14
NAIN	Non-Approved Item Name		PMC	Procurement Method Code	6,14
NATO	North Atlantic Treaty Organization	1,2,4,5,6,7,13,15	PMIC	Precious Metals Indicator Code	6,15
NCB	National Codification Bureau	2,4	PORM	Plus or Minus	2,3
NDUP	Non-Duplicate	4	PSCN	Permanent System Control Number	5,6,15
NHCI	Nuclear Hardness Critical Item	2,4	PSMAT	Provisioning Screening Master Address Table	1,5,7
NIDS	Nuclear Integrated Data System	4	PSN	Package Sequence Number	1,2,4,5,7
NIIN	National Item Identification Number	All	PSOS	Pseudo Source of Supply	6
NIMSC	Nonconsumable Item Material Support Code	2,6	PVC	Price Validation Code	
NMFC	National Motor Freight Classification (Code)	1,2,6,15	Q/R	Query Response, Electronic Data Transfer	
NOCA	Nuclear Ordnance Cataloging Activity	2,4	QUP	Quantity Unit Pack	2,6,15
NOCO	Nuclear Ordnance Cataloging Office	2,4	RCS	Reports Control Symbol	2,14
NSA	National Security Agency	1,2,4,6,13,14	RD	Restricted Data	4
NSCM	NATO Supply Code for Manufacturers	1,4,5,7,15	RIC	Routing Identifier Code	1,2,6
NSN	National Stock Number	1,2,3,4,	RM	Reference Method (Item Identification)	2,4,14
OCR	Optical Character Recognition (Reader)	1,2,7		Retail Manager	6
			RNAAC	Reference Number Action Activity Code	1,2,4
			RNCC	Reference Number Category Code	2,4,5,6,15

		Volume(s)			Volume(s)
RNFC	Reference Number Format Code	4,5	<del>SMR</del>	<del>System Management Release, FLIS</del>	<del>1</del>
RNJC	Reference Number Justification Code	1,4	SNOCA	Service Nuclear Ordnance Cataloging Activity	4
RNSC	Reference Number Status Code	4	SoS	Source of Supply Code	1,2,4,6, 4,15
RNVC	Reference Number Variation Code	5,6,15	SoSM	Source of Supply Modifier Code	
ROFC	Remote Output Format Code	16	SPSN	Submitted Package Sequence Number	
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4	SR	Standard Requirement	4
S/A	Military Service/Civil Agency	2,13,14	SSR	Supply Support Request	1,2,6,13
SAC	Secondary Address Code	3,4		System Support Record	1,2,5,6, 7,13,14,15
SADC	Service/Agency Designator Code	2,4,15	STDB	Standard Test Data Base	1
SAIC	Secondary Address Indicator Code		TACOM	U.S. Army Tank- Automotive Command	2,6,13,14
SCN	System Control Number	1,4	TIC	Terminal Identifier Code	
SCR	System Change Request (FLIS)	1,6,15	TSN	Terminal Serial Number	
SFM	Simplified File Maintenance	1,2	UFC	Uniform Freight Classification (Code)	1,6,15
SIC	Statistical Indicator Code		U/I	Unit of Issue	2,6,15
SICA	Secondary Inventory Control Activity	1,2,5,6, 13,14	U/M	Unit of Measure	
SICC	Service Item Control Center	2,6,13,14	U/P	Unit Price	15
SIN	Submittal Identification Number		USCG	United States Coast Guard	1,2,6
SLC	Shelf Life Code	2,6,15			
SMIC	Special Material Identification Code	2,6,15			

## GLOSSARY PART II - TERMS

	Volume(s)
<b>Acceptable Quality Level (AQL).</b> The maximum percent defective that, for purposes of sampling inspection, can be considered satisfactory.	2,4,14
<b>Accounting Requirements Code (ARC).</b> See DRN 2665, volume 12.	15
<b>Acquisition Advice Code (AAC).</b> See DRN 2507, volume 12.	2,6, 14,15
<b>Activity Code.</b> A two-character code assigned by DLSC, upon request, for use in the Federal Catalog System to identify an activity for cataloging, standardization, or other management purposes.	2,3,4,5,6
<b>Adopt Coding.</b> Application of the approved IMC criteria by an ICP to items of supply currently managed by a IMM, wherein the ICP or another activity within the same Service is not currently recorded as a user in the FLIS data base and desires to add user interest and obtain supply support from the appropriate IMM.	6
<b>Advance Change Notice</b> - See FLIS Advance Change Notice	
<b>Air Commodity/Special Handling Code.</b> See DRN 9215, volume 12.	1,2,15
<b>Air Dimension Code (ADC).</b> See DRN 9220, volume 12.	1,2,15
<b>Air Force Fund Code.</b> See DRN 2695, chapter 12.2.	
<b>American National Standard Code for Information Interchange (ASCII).</b> The bit configuration standard subset requirement for FLIS and all Government computer systems.	2
<b>Applicability Key.</b> The code used to reference the applicability of a requirement to an item name in a FIIG.	3
<b>Approved Item Name (AIN).</b> The name which is selected (approved by the Directorate of Item Identification, DLSC, as the Official designation for an item of supply), and delimited where necessary, to establish a basic concept of the item of supply to which the item belongs and with which it should be compared. It may be a basic name, or a basic name followed by those modifiers necessary to differentiate between item concepts having the same basic name. Approved item names, basic names, and colloquial names are published in Cataloging Handbook H6. When two or more names are applicable to an item, the name which is most commonly used by the Government and industry shall be selected as the item name. The other name(s) shall be cross-indexed to the selected name.	3,4,6,15
<b>Approved Item Name Reclassification Program (AINRP).</b> A DoD-directed program designed to (1) identify item names (by five-digit code) which represent large quantities of consumable items originally classified in FSC classes for the next higher assemblies; (2) take action to reclassify such items from the next higher assembly FSC to the "home" FSC class; and, (3) apply IMC procedures to items migrating from weapons system oriented to commodity oriented FSC classes.	6

	Volume(s)
<b>Association Code.</b> A code number assigned by DLSC, for internal use, to a corporate complex which has two or more divisions, branches, subsidiaries, etc., each of which has been assigned a different Commercial and Government Entity Code (CAGE). This code number is used by DLSC in screening operations for determining duplication and possible duplication when the reference number is the same but the CAGE Code is different.	1,4,5,14
<b>Association Package Sequence Number (APSN).</b> See DRN 8252, volume 12.	
<b>Authorized Item Identification Collaborator Code.</b> See DRN 2533, chapter 12.2	2,6
<b>Automatic Data Processing Equipment Code (ADPEC).</b> See DRN 0801, volume 12.	8,9,10,15
<b>Cancelled Federal Item Identification.</b> A Federal item identification which is no longer authorized for use to identify an item of supply.	2,4,6
<b>Card Identification Code, Item Management Coding.</b> See DRN 0099, volume 12.	1,2,6,14
<b>Catalog Management Data (CMD).</b> The total range of information compiled and published in Management Data Lists including requisitioning, stock, and financial management and other management control data; and including various referenced relationships to other items, documents, or materiel management conditions.	1,2,4,5, 6,7,14,15
<b>Cataloging Handbook H2.</b> A handbook containing Federal Supply Classification data in various sequences. This part consists of the structure of the Federal Supply Classification showing all groups and classes in the four-digit FSC code numbering system. Where appropriate, the main inclusions and exclusions which delimit the coverage of a particular class are shown.	3,4,15
<b>Cataloging Handbook H6.</b> Federal Item Name Directory for Supply Cataloging.	3,4,15
<b>Cataloging Statistical Series (CSS).</b> A series of informational type documents which provide statistical data in support of the Federal Cataloging Program.	2,14
<b>Category A Single Submitter.</b> <i>Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions related to items of supply in the applicable class. The IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised identifications, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.</i>	2,4

**Category B Single Submitter.** *Where management and cataloging responsibility is established on a by-item basis within a given FSC, the IMM is the sole submitter of proposed catalog data changes against existing item identifications representing items of supply under the management cognizance of that activity. This includes cataloging action, both new or changed data, and new, reinstatement, or revised item identifications, for items managed under the activity's cognizance.*

2

**Central Catalog File.** See FLIS Data Bank.

2,4

**Change Bulletin.** Publications issued following a basic edition for updating purposes. The data content is cumulative. Change bulletin is synonymous with the terms "advance notice" and "supplement".

15

**Change Coding.** The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Service management to Integrated Materiel Management or vice versa. Such latter changes shall be accomplished under initial, maintenance, retroactive, or return coding as appropriate.

6

**Change Indicator.** See DRN 0122, volume 12.

**Characteristics Reply.** The total reply to a FIIG requirement in MILSTICCS format. It consists of the master requirement code and may consist of a secondary indicator code, along with a secondary address code (if applicable), or it may consist of a double dollar symbol (\$\$) to identify the AND condition or a single dollar symbol (\$) to identify the OR condition. These symbols will be used to chain materials and the like which do not govern other requirements. Also included is the mode code and the item characteristics (either clear text or coded or a combination of the two as specified in the FIIG) followed by the record separator symbol.

3,4

**Codification Project Code.** A two-character alphabetic code assigned by the Defense Logistics Services Center (DLSC) to identify catalog data related to a codification project for NATO or other foreign countries.

4

**Collaborating Activity.** An activity designated by a Military Service or participating agency to review proposed item logistics changes.

2,4

**Collaborator Code.** See DRN 2533, volume 12.

2,13

**Commercial and Government Entity Code (CAGE).** Any reference number entered into the Federal Catalog System will have a CAGE Code assigned to it prior to entering the central catalog file. The CAGE Code is a five character data element assigned to establishments which are manufacturers or have design control of items of supply procured by the Federal Government. The first and last positions of a CAGE Code will be numeric. Under certain conditions revision actions shall be initiated by DLSC: When a CAGE Code is cancelled and replaced by a code assigned to a single manufacturer; or when DLSC cannot determine, without collaboration, which items formerly manufactured by a defunct organization are now manufactured by the acquiring organization(s).

Where the applicable CAGE Code cannot be determined under the conditions cited above, recorded cataloging activities shall initiate appropriate action to update the central catalog file. DLSC will not cancel a CAGE Code until all numbers of that manufacturer have been withdrawn.

**Commodity Materiel Management Category Code - DoD.** See DRN 2611, volume 12.

**Compiler.** A term used to denote the activity responsible for the preparation and maintenance of a catalog.

**Concept Change.** A concept change is determined to exist when the identification characteristics expressed by the proposed revision of a Federal item identification differ in content from those expressed by the Federal item identification, and both item identifications represent possible items of supply.

4

**Condition Codes.** A condition code is assigned to Approved Item Names to indicate whether the name may be classified in single or multiple FSC(s) as follows:

Code 1 - The AIN may be classified in only one specific FSC.

Code 2 - The AIN may be classified in two or more specific classes of the FSC structure.

Code 3 - The AIN may be classified in any logical class of the FSC structure.

**Consumable Item Transfer (CIT).** A special project transferring consumable items now managed by military services to DLA or GSA.

6

**Content Indicator Code.** The Content Indicator Code (CIC) consists of four alphabetic characters which appear in positions 5 through 8 of an Automatic Digital Network (AUTODIN) message header and End of Transmission (EOT). It is designed primarily for use by the receiving communications terminal as an aid in determining distribution of data messages. All catalog data being transmitted requires a CIC.

2

Volume(s)

<b>Initiating Activity.</b> An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.	3
<b>Integrated Materiel Manager (IMM).</b> <i>The DoD activity or agency that has been assigned wholesale integrated materiel management responsibility for the DoD and participating Civil Agencies. Integrated materiel management responsibility include cataloging, requirements determination, procurement, distribution, overhaul repair and disposal of materiel. The terms Integrated Materiel Manager (IMM), Inventory Control Point (ICP) and Materiel Manager are synonymous.</i>	1,2,4, 6,13
<b>Interchangeability and Substitutability (I&amp;S).</b> Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.	1,5,6,14
<b>Inventory Account Code - Coast Guard.</b> See DRN 0708, volume 12.	1
<b>Inventory Control Point (ICP).</b> An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.	6,13,14
<b>Item Characteristics.</b> Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.	3,4,
<b>Item Intelligence.</b> The sum total of data for a given item.	4
<b>Item Intelligence Maintenance (IIM).</b> A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS data base.	
<b>Item Logistics Data Transmittal (ILDT).</b> The medium used for formatting data required to be transmitted to the data bank.	4
<b>Item Management Classification Activity (IMCA).</b> See DRN 4075, volume 12.	2,6
<b>Item Management Coding (IMC).</b> <i>The process of determining whether items of supply in Federal Supply Classes assigned for Integrated Materiel Management qualify for management by the individual DoD components other than DLA or GSA. Coding is accomplished in accordance with DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items.</i>	1,2,6, 13,14
<b>Item Management Coding Activity (IMCA).</b> See DRN 2748, volume 12.	2,6,13,14
<b>Item Management Statistical Series (IMSS).</b> A series of informational type documents providing statistical data in support of the Federal Catalog System.	6,14

	Volume(s)
<b>Item Name.</b> See DRNs 5010 and 5020, volume 12.	1,3,4, 5,6,15
<b>Item Name Code (INC).</b> See DRN 4080, volume 12.	1,3,4, 5, 6,14,15
<b>Item of Production.</b> Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.	4
<b>Item of Supply.</b> An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production.	2,3,4, 5,6,7, 14,15
<b>Item Standardization Code (ISC).</b> See DRN 2650, volume 12.	1,4,5, 6,14,15
<b>Key Data Element(s).</b> Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code.	5
<b>Language Media Format (LMF).</b> A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media.	2
<b>Less Than Carload Rating Code (LCL).</b> See DRN 2760, volume 12.	1,2,15
<b>Less Than Truckload Rating Code (LTL).</b> See DRN 2770, volume 12.	1,2,15
<b>List.</b> One of the types of catalogs within a series of publications (e.g., Identification List).	4,15
<b>Losing Inventory Manager (LIM).</b> The inventory manager responsible for relinquishing wholesale materiel management functions.	2,
<b>Maintenance Action Code (MAC).</b> See DRN 0137, volume 12.	6
<b>Maintenance Coding.</b> Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished.	6
<b>Major Organizational Entity (MOE).</b> The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.).	1,2,3,4, 5,6,13, 14,15
<b>Management Cognizance.</b> The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule.	2,6
<b>Manufacturer (Mfr).</b> A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items.	4,7

Volume(s)

**Originating Activity.** Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency), the originating activity assumes the status also of a submitting activity.

2,4,5,6

**Originating Activity Code.** See DRN 4210, volume 12.

1,4,5,  
6,15

**Output Data Request Code (ODRC).** See DRN 4690, volume 12. 1,2,4,5,6

**Package Sequence Number (PSN).** See DRN 1070, volume 12.

1,2,4,  
5,7,14

**Partial Descriptive Method Item Identification (PDM).** A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.

2,4,14

**Permanent System Control Number (PSCN).** See DRN 4250, volume 12.

1,2,4,  
5,6,15

**Possible Duplicate Item-of-Supply Concepts.** An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).

4

**Precious Metal Indicator Code (PMIC).** A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).

8,9,10,15

**Price Validation Code, Air Force (PVC).** See DRN 0858, volume 12.

**Primary Inventory Control Activity (PICA).** See DRN 2866, volume 12.

1,2,4,5,  
6,13,14

**Primary Reference Number.** The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".

4

	Volume(s)
<b>Priority Indicator Code (PIC).</b> See DRN 2867, volume 12.	2,4,5,14
<b>Procurement Method Code (PMC).</b> See DRN 2871, volume 12.	6,14
<b>Procurement Method Suffix Code (PMSC).</b> See DRN 2876, volume 12.	6,14
<b>Production Lead Time.</b> See DRN 0730, volume 12.	
<b>Proposed Original Item Identification.</b> An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2,4
<b>Provisioning Screening Master Address Table (PSMAT).</b> See DRN 0232, volume 12.	1,5,7
<b>Provisioning Supply Support Request.</b> Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2,6
<b>Qualitative Value.</b> The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
<b>Quantitative Value.</b> The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
<b>Quantity Unit Pack (QUP).</b> See DRN 6106, volume 12.	6,15
<b>Rail Variation Code.</b> See DRN 4760, volume 12.	1,2,6,15
<b>Reactivation Coding.</b> Application of the approved IMC criteria by the ICPs to inactivated NSNs for which a IMM was the last manager, and the ICP is not currently recorded as a user.	6
<b>Receiver Code.</b> See DRN 2534, volume 12.	
<b>Record Separator.</b> The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
<b>Reference Drawing.</b> <i>Reference Drawing Groups (RDG) appear in Appendix B of the Federal Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.</i>	
<b>Reference Method of Item Identification (RM).</b> The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2,4,6,14

Volume(s)

**Service Item Control Center (SICC).** An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.

2,6,13,14

**Shelf Life Code (SLC).** See DRN 2943, chapter 12.2.

6,15

**Simplified File Maintenance (SFM).** FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.

1,2

**Single Quality Items.** Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.

4

**Single Submitting Activity.** See DRN 9255, chapter 12.2.

2,4

**Source Controlled Federal Item Identification.** A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.

4

**Source of Supply Code (SOS).** See DRN 3690, chapter 12.2.

4,5,6,  
14,15

**Source of Supply Modifier Code (SOSM).** See DRN 2948, chapter 12.2.

6

**Specially Designed Item.** The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment". In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.

4

**Special Packaging Requirement.** See DRN 0725, volume 12.

**Standard Requirement.** A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.

4

**Standard Test Data Base (STDB).** Maintained at DLSC with data input by Services/Agencies participating in the interface test program.

1

**Statistical Indicator Code.** See DRN 3708, volume 12.

**Submitted Package Sequence Number (SPSN).** See DRN 8328, volume 12.

	Volume(s)
<b>Submitter Code.</b> See DRN 2535, volume 12.	
<b>Submitting Activity.</b> Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,3,4,5,6,7
<b>Submitting Activity Code.</b> See DRN 3720, volume 12.	1,4,5,15
<b>Supply Management Data.</b> Item data which do not affect NSN assignment but are necessary to support logistics functions.	3,6
<b>Supply Support and Cataloging Action Request.</b> Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
<b>Supply Support Request (SSR).</b> A request submitted by the activity responsible for supporting an end item being provisioned to a Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
<b>Suspense File.</b> The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4,5
<b>System Change Request (SCR).</b> A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities. a. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation. b. Expedite - SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation. c. Emergency - an SCR required to maintain the operational status of FLIS	1,6,15
<b>System Control Number (SCN).</b> See DRN 3735, volume 12.	4,6
<b>System Support Record (SSR).</b> The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-up, Graphics, Process Control, Mass Changes to FLIS data base, Mass Data Retrieval, and Tailored Data Interrogations.	1,2,5,6,7,13,14,15
<b>Technical Feasibility.</b> The determination of whether the development of a date system change is possible within the limits of available technology.	1

Volume(s)

<b>Training Quality Items.</b> Items designated for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.	4
<b>Type of Cargo Code.</b> See DRN 9260, volume 12.	1,2,15
<b>Type of Financial Management Control.</b> See DRN 0729, volume 12.	
<b>Uniform Freight Classification Code (UFC).</b> See DRN 3040, volume 12.	1,2,6,15
<b>Unit of Issue (U/I).</b> See DRN 3050, volume 12.	2,6,14,15
<b>Unit of Issue Conversion Factor.</b> See DRN 3053, volume 12.	6
<b>Unprocessable Transaction.</b> Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.	1,2,4,6
<b>Using Service Code.</b> See DRN 0745, volume 12.	
<b>Voluntary Standard.</b> A product standard developed under procedures published by the Department of Commerce. Its adoption by a particular industry, company, or organization is voluntary. It is used as a standard for the procurement and production of a product.	6
<b>War-Reserve Quality Items.</b> Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.	4
<b>Water Commodity Code.</b> See DRN 9275, volume 12.	1,2,15
<b>Withdraw</b> The word "withdraw" in these procedures refers specifically to activity action to remove existing data from DLSC files.	2,6

CHAPTER 2  
APPENDIX 7-2-B

SAMPLE LETTER OF REGISTRATION (EXCEPT *ELECTRONIC DATA TRANSMISSION*)

XXXXXXXXXXXX  
XXXXXXXXXXXX

XXXXXXXXXXXX  
XXXXXXXXXXXX

Commander  
Defense Logistics Services Center  
Directorate of Logistics Data Management  
ATTN: DLSC-S (Provisioning and Other Preprocurement Screening)  
Federal Center  
Battle Creek, MI 49017-3084

SUBJECT: Request for Registration as Recipient of Provisioning and Other Preprocurement Screening Results

The following information is furnished pursuant to the above subject request:

Input DIC - LUP  
Activity Code - TG  
Destination Code - 12345  
Service Code - 03  
Output Media Code - L1 (1 Part Listing)  
Address Information - \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This contractor is/is not authorized to receive Catalog Management Data (CMD).

(signed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DoD 4100.39-M**  
**Volume 7**

<b>VOLUME</b>	<b>TITLE</b>
1	General and Administrative Information
2	Multiple Application Procedures
3	Development and Maintenance of Item Logistics Data Tools
4	Item Identification
5	Data Bank Interrogations/Search
6	Supply Management
7	Established/Maintenance of Organizational Entity (OE) and Provisioning Screening Master Address Table
8	Document Identifier Code (DIC) Input/Output (I/O) Formats (Fixed Length)
9	Document Identifier Code (DIC) Input/Output (I/O) Formats (Variable Length)
10	Multiple Application References/Instructions/Tables and Grids
11	Edit/Validation Criteria
12	Data Element Dictionary and Glossary of Terms/Acronyms
13	Materiel Management Decision Rule Tables
14	Reports and Statistics
15	Publications
16	Logistics On-Line Access (LOLA) End-User Manual
17	Reserved
18	Automated Mailing Label System (AMLS)

Above volumes are available as a complete set or on an individual basic.



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SERVICES CENTER  
74 WASHINGTON AVE N  
BATTLE CREEK, MI 49017-3038

DoD 4100.39-M  
Volume 7

DLSC-VPH

1 April 1995

## FOREWORD

This is one of the volumes (see backside of cover for listing) which comprise the FLIS Procedures Manual. It is published under the authority of Department of Federal Directive 4100.39, Federal Logistics Information System (FLIS), and contains procedures for collecting administrative data from Commercial and Government Entities for use in the reference number and provisioning screening processes in support of the Item Identification and Supply Management functions.

A Table of Contents and Alphabetic Index for the Total Manual are contained in volume 1.

All interface action between the Defense Logistics Logistics Services (DLSC) and the Military Services/Agencies will be submitted in accordance with the procedures contained in volume 1,

All interface actions between the Defense Logistics Services Center (DLSC) and the Military chapter 1.4.

Changes to this volume will be provided through FLIS Advance Change Notices (ACNs) and/or quarterly numbered changes in accordance with volume 1, section 1.1.4.

This volume is prepared and maintained by the Defense Logistics Services Center, Federal Center, Battle Creek, Michigan 49017-3084. Response program manager directorates for all narrative are listed in the Table of Contents for Total Manual in volume 1; program manager directorates for tables are listed in volume 10, section 10.3.1. When a point of contact cannot be determined, technical questions may be directed to the DLSC Customer Service Office in accordance with volume 1, chapter 1.6, or administration comments and inquiries may be directed to DLSC-VPH.

Service/Agencies distribution is handled through established channels; Defense Logistics Agency publication supply officers may direct inquiries concerning requirements for and/or receipt of volumes and changes to DLSC-VPH.

BY ORDER OF THE DIRECTOR

LAURENCE E. SIMPSON  
Colonel, USMC  
Commander  
Defense Logistics Services Center

Accession For	
NTIS	CRA&I <input checked="" type="checkbox"/>
DTIC	TAB <input type="checkbox"/>
Unannounced <input type="checkbox"/>	
Justification	
By	
Distribution /	
Availability Codes	
Dist	Avail and/or Special
A-1	

This volume supersedes Volume 7, DoD 4100.39-M, 1 January 1994 and changes 1 thru 3.

**DoD 4100.39-M**  
**Volume 7**

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GLOSSARY  
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6,14,15	ASCII	American National Standard Code for Information Interchange	2
ACN	Advance Change Notice, FLIS	1,2	ASD	Assistant Secretary of Defense	
ADC	Air Dimension Code	15	ASPR	Armed Services Procurement Regulation	7
ADP	Automatic Data Processing	1,3,4,7	AUTOVON	Automatic Voice Network	1,2,3, 4,5,15
ADPEC	Automatic Data Processing Equipment Identification Code	6,15	CAC	Civil Agency Catalog	15
ADPP	Automatic Data Processing Point	15	CAGE	Commercial and Government Entity Code	1,2,4,5,6, 7,14,15
ADPS	Automatic Data Processing System	1	CAO	Contract Administration Office	1,15
AEDA	Ammunitive, Explosives and Other Dangerous Articles	10	CB	Change Bulletin	15
AFFC	Air Force Fund Code		CCAL	Certified Contractor Access List	15
AFLC	Air Force Logistics Command	6,13	CDA	Catalog Data Activity	6
AFM	Air Force Manual	6,13	CIC	Card Identification Code Item Management Coding Content Indicator Code Continuation Indicator Code	4,6,14 2 2
AIN	Approved Item Name	3,4,6			
AINRP	Approved Item Name Reclassification Program	6	CIT	Consumable Item Transfer	6
AMC	Acquisition Method Code	6,14	CIMM	Commodity Integrated Materiel Manager	1,2,5, 6,13,14
AMSC	Acquisition Method Suffix Code	6,14	CMD	Catalog Management Data	1,2,4,5, 6,7,14,15
ANSI	American National Standards Institute, Inc.	2,3,7	COM-RI	Communications Routing Identifier	2,6
APSN	Association Package Sequence Number		CSS	Cataloging Statistical Series	2,14
AQL	Acceptable Quality Level	2,14	DA	Description Available	15
AR	Army Regulation	2,6,13	DAAS	Defense Automatic Addressing System	1,2,6
ARC	Accounting Requirements Code	15			

		Volume(s)			Volume(s)
DAASO	Defense Automatic Addressing System Office	1,2,4, 1,2,4, 5,6,14	DLSC	Defense Logistics Services Center	All
DAC	Document Availability Code	4	DM	Descriptive Method (Item Identification)	2,14
DCN	Document Control Number	1,4	DNA	Defense Nuclear Agency	2,4,6, 13,14
DCSC	Defense Construction Supply Center	2,14	DNACA	Defense Nuclear Agency Cataloging Activity	4
DCSN	Document Control Serial Number	6	DoD	Department of Defense	All
DD Form	Department of Defense Form	1,2,3, 4,5,7,15	DoDAAC	Department of Defense Activity Address Code	
DEMIL	Demilitarization	4,15	DoDAAD	Department of Defense Activity Address Dictionary	
DESC	Defense Electronics Supply Center	2,14	DoDAC	Department of Defense Ammunition Code	3
DFSC	Defense Fuel Supply Center	2,14	DoDD	Department of Defense Directive	1
DGSC	Defense General Supply Center	2,14	DoDI	Department of Defense Instruction	6,14
DHCO	Departmental Headquarters Catalog Office	2,14	DOE	Department of Energy	2,4
DIA	Defense Intelligence Agency	13	DPSC	Defense Personnel Support Center	2,13,14
DIC	Document Identifier Code	1,2,4,6,7, 13,14,15	DRIS	Defense Retail Interservice Support	
DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13	DRMS	Defense Reutilization and Marketing Service	1,15
DISC	Defense Industrial Supply Center	2,14	DRN	Data Record Number	1,2,4, 5,6,7,13
DLA	Defense Logistics Agency	1,2,4,5,6, 13,14,15	DSC	Defense Supply Center	1,2,4,6
DLAH	Defense Logistics Agency Handbook		DSOR	Depot Source of Repair	6
DLAR	Defense Logistics Agency Regulation	6,13	EAM	Electronic Accounting, Machine	1,2,4, 6,7,13
			ED	Effective Date	2,6,13
			ELCD	Extra Long Characteristic Description	2,3,4

		Volume(s)			Volume(s)
ELRN	Extra Long Reference Number	2,3,4	FSG	Federal Supply Group	1,5,6,13,14,15
EOJ	End of Job		GIM	Gaining Inventory Manager	2,6
EOT	End of Transmission	2	GIMM	Gaining Inventory Materiel Manager	2,6
ERRC	Expendability, Recoverability-Reparability Code		GIRDER	Government/Industry Reference Data Edit and Review	4
ESDC	Electrostatic Discharge Codes	8,9,10,15	GSA	General Services Administration	1,2,3,4,6,7,13,14
FAA	Federal Aviation Administration	1,2,4,6,13	HMC	Hazardous Materiel Code	15
FC	Foreign Countries	2,4,6	HMIC	Hazardous Material Indicator Code	8,9,10,15
FD	Functional Description	1	I&S	Interchangeability and Substitutability	1,5,6,14
FDM	Full Descriptive Method (Item Identification)	2	ICP	Inventory Control Point	6,13,14
FG	Foreign Government	4	II	Item Identification	1,2,3,4,5,6,13
FII	Federal Item Identification	2,4,6	IIM	Item Intelligence Maintenance	2
FIIG	Federal Item Identification Guide	1,2,3,4,5,7,14,15	ILDT	Item Logistics Data Transmittal	4
FIND	Federal Item Name Directory	4,15	IMC	Item Management Coding	
FLIS	Federal Logistics Information System	All	IMCA	Item Management Classification Activity	2,6
FLIS DATA BASE	FLIS Logistics Information System Data Base	1,2,3,4,5,6,7,13,14,15		Item Management Coding Activity	13,14
FMS	Foreign Military Sales	2,13	IMM	Integrated Materiel Manager	1,2,4,6,13,14
FMSN	File Maintenance Sequence Number	2,4,6	IMMC	Integrated Materiel Management Committee	6
FMSO	Fleet Material Support Office	6,13	IMSS	Item Management Statistical Series	6,14
FRD	Formerly Restricted Data	4	INC	Item Name Code	1,3,4,5,6,14,15
FSC	Federal Supply Classification	1,2,3,4,5,6,13,14,15			

		Volume(s)			Volume(s)
IOS	International Organization for Standardization	6	MCSA	Marine Corps Supply Activity	
IRRC	Issue, Repair and/or Requisitioning Restriction Code		MEC	(Marine Corps) Management Echelon Code	13,15
ISAC	Identified Secondary Address Coding		MFR	Manufacturer	4
ISC	Item Standardization Code	4,5,6,15	MIL-RI	Military Routing Identifier	6
JAIEG	Joint Atomic Information Exchange Group	4	MILSCAP	Military Standard Contract Administration Procedure	1,7,15
JAN	Joint Army-Navy	2	MILSPEC	Military Specification	3
JANAP	Joint Army-Navy-Air Force Publication		MILSTAAD	Military Standard Activity Address Directory	
LCL	Less Than Carload Rating Code	15	MILSTAMP	Military Standard Transportation and Movement Procedure	6
LIM	Losing Inventory Manager	6	MILSTD	Military Standard	2,3,4,7
LMF	Language Media Format	2	MILSTICCS	Military Standard Item Characteristics Code Structures	3,15
LOA	Level of Authority	2,6,13,14	MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15
LR	Logistics Reassignment	4,6	MILSTRIP	Military Standard Requisitioning and Issue Procedure	6
LS	Lead Service	6	MIM	Military Inventory Manager	14
LTL	Less Than Truckload Rating Code	15	MM	Materiel Manager	
MAC	Maintenance Action Code	6	MMAC	Materiel Management Aggregation Code-AF	1,13
MADS	Message Accountability Delivery System	1,2,4,5,6,7	MMC	Materiel Management Category Code-DoD (Commodity)	13
MC	Marine Corps	1,2	MOE	Major Organizational Entity	1,2,3,4,5,6,13,14
MCC	Materiel Category Code Materiel Condition Code				
MCLB	Marine Corps Logistics Base	13			
MCO	Marine Corps Order	13			

		Volume(s)			Volume(s)
MOWASP	Mechanization of Warehousing and Shipment Processing	6	OCR	Optical Character Recognition (Reader)	1,2,7
MRC	Master Requirement Code	1,3,4,5,15	ODRC	Output Data Request Code	1,2,4,5,6
MRD	Master Requirement Directory	3,15	OE	Organizational Entity	1,4,5,7,15
MRM	Military Retail Manager	14	PDM	Partial Descriptive Method (Item Identification)	2,4
MTMC	Military Traffic Management Command	1,2,4,6,15	PIC	Priority Indicator Code	1,2,4,5,14
NADEX	NATO Data Exchange	1	PICA	Primary Inventory Control Activity	1,2,4,5,6,13,14
NAIN	Non-Approved Item Name		PMC	Procurement Method Code	6,14
NATO	North Atlantic Treaty Organization	1,2,4,5,6,7,13,15	PMIC	Precious Metals Indicator Code	6,15
NCB	National Codification Bureau	2,4	PORM	Plus or Minus	2,3
NDUP	Non-Duplicate	4	PSCN	Permanent System Control Number	5,6,15
NHCI	Nuclear Hardness Critical Item	2,4	PSMAT	Provisioning Screening Master Address Table	1,5,7
NIDS	Nuclear Integrated Data System	4	PSN	Package Sequence Number	1,2,4,5,7
NIIN	National Item Identification Number	All	PSOS	Pseudo Source of Supply	6
NIMSC	Nonconsumable Item Material Support Code	2,6	PVC	Price Validation Code	
NMFC	National Motor Freight Classification (Code)	1,2,6,15	Q/R	Query Response, AUTODIN	
NOCA	Nuclear Ordnance Cataloging Activity	2,4	QUP	Quantity Unit Pack	2,6,15
NOCO	Nuclear Ordnance Cataloging Office	2,4	RCS	Reports Control Symbol	2,14
NSA	National Security Agency	1,2,4,6,13,14	RD	Restricted Data	4
NSCM	NATO Supply Code for Manufacturers	1,4,5,7,15	RIC	Routing Identifier Code	1,2,6
NSN	National Stock Number	1,2,3,4,	RM	Reference Method (Item Identification)	2,4,14
				Retail Manager	6
			RNAAC	Reference Number Action Activity Code	1,2,4

		Volume(s)			Volume(s)
RNCC	Reference Number Category Code	2,4,5,6,15	SLC	Shelf Life Code	2,6,15
RNFC	Reference Number Format Code	4,5	SMIC	Special Material Identification Code	2,6,15
RNJC	Reference Number Justification Code	1,4	SMR	System Management Release, FLIS	1
RNSC	Reference Number Status Code	4	SNOCA	Service Nuclear Ordnance Cataloging Activity	4
RNVC	Reference Number Variation Code	5,6,15	SoS	Source of Supply Code	1,2,4,6,4,15
ROFC	Remote Output Format Code	16	SoSM	Source of Supply Modifier Code	
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4	SPSN	Submitted Package Sequence Number	
S/A	Military Service/Civil Agency	2,13,14	SR	Standard Requirement	4
SAC	Secondary Address Code	3,4	SSR	Supply Support Request	1,2,6,13
SADC	Service/Agency Designator Code	2,4,15		System Support Record	1,2,5,6,7,13,14,15
SAIC	Secondary Address Indicator Code		STDB	Standard Test Data Base	1
SAN	System Advisory Notice (FLIS)	1	STIR	Sequential Total Item Record	2,6
SCN	System Control Number	1,4	TACOM	U.S. Army Tank-Automotive Command	2,6,13,14
SCR	System Change Request (FLIS)	1,6,15	TIC	Terminal Identifier Code	
SFM	Simplified File Maintenance	1,2	TSN	Terminal Serial Number	
SIC	Statistical Indicator Code		UFC	Uniform Freight Classification (Code)	1,6,15
SICA	Secondary Inventory Control Activity	1,2,5,6,13,14	U/I	Unit of Issue	2,6,15
SICC	Service Item Control Center	2,6,13,14	U/M	Unit of Measure	
SIN	Submittal Identification Number		U/P	Unit Price	15
			USCG	United States Coast Guard	1,2,6
			WIMM	Weapons Integrated Materiel Manager	2,4,5,6,13,14

## GLOSSARY PART II - TERMS

	Volume(s)
<b>Acceptable Quality Level (AQL).</b> The maximum percent defective that, for purposes of sampling inspection, can be considered satisfactory.	2,4,14
<b>Accounting Requirements Code (ARC).</b> See DRN 2665, volume 12.	15
<b>Acquisition Advice Code (AAC).</b> See DRN 2507, volume 12.	2,6, 14,15
<b>Activity Code.</b> A two-character code assigned by DLSC, upon request, for use in the Federal Catalog System to identify an activity for cataloging, standardization, or other management purposes.	2,3,4,5,6
<b>Adopt Coding.</b> Application of the approved IMC criteria by an ICP to items of supply currently managed by a IMM, wherein the ICP or another activity within the same Service is not currently recorded as a user in the FLIS data base and desires to add user interest and obtain supply support from the appropriate IMM.	6
<b>Advance Change Notice</b> - See FLIS Advance Change Notice	
<b>Air Commodity/Special Handling Code.</b> See DRN 9215, volume 12.	1,2,15
<b>Air Dimension Code (ADC).</b> See DRN 9220, volume 12.	1,2,15
<b>Air Force Fund Code.</b> See DRN 2695, chapter 12.2.	
<b>American National Standard Code for Information Interchange (ASCII).</b> The bit configuration standard subset requirement for FLIS and all Government computer systems.	2
<b>Applicability Key.</b> The code used to reference the applicability of a requirement to an item name in a FIIG.	3
<b>Approved Item Name (AIN).</b> The name which is selected (approved by the Directorate of Item Identification, DLSC, as the Official designation for an item of supply), and delimited where necessary, to establish a basic concept of the item of supply to which the item belongs and with which it should be compared. It may be a basic name, or a basic name followed by those modifiers necessary to differentiate between item concepts having the same basic name. Approved item names, basic names, and colloquial names are published in Cataloging Handbook H6. When two or more names are applicable to an item, the name which is most commonly used by the Government and industry shall be selected as the item name. The other name(s) shall be cross-indexed to the selected name.	3,4,6,15
<b>Approved Item Name Reclassification Program (AINRP).</b> A DoD-directed program designed to (1) identify item names (by five-digit code) which represent large quantities of consumable items originally classified in FSC classes for the next higher assemblies; (2) take action to reclassify such items from the next higher assembly FSC to the "home" FSC class; and, (3) apply IMC procedures to items migrating from weapons system oriented to commodity oriented FSC classes.	6

	Volume(s)
<b>Association Code.</b> A code number assigned by DLSC, for internal use, to a corporate complex which has two or more divisions, branches, subsidiaries, etc., each of which has been assigned a different Commercial and Government Entity Code (CAGE). This code number is used by DLSC in screening operations for determining duplication and possible duplication when the reference number is the same but the CAGE Code is different.	1,4,5,14
<b>Association Package Sequence Number (APSN).</b> See DRN 8252, volume 12.	
<b>Authorized Item Identification Collaborator Code.</b> See DRN 2533, chapter 12.2	2,6
<b>Automatic Data Processing Equipment Code (ADPEC).</b> See DRN 0801, volume 12.	8,9,10,15
<b>Cancelled Federal Item Identification.</b> A Federal item identification which is no longer authorized for use to identify an item of supply.	2,4,6
<b>Card Identification Code, Item Management Coding.</b> See DRN 0099, volume 12.	1,2,6,14
<b>Catalog Management Data (CMD).</b> The total range of information compiled and published in Management Data Lists including requisitioning, stock, and financial management and other management control data; and including various referenced relationships to other items, documents, or materiel management conditions.	1,2,4,5, 6,7,14,15
<b>Cataloging Handbook H2.</b> A handbook containing Federal Supply Classification data in various sequences. This part consists of the structure of the Federal Supply Classification showing all groups and classes in the four-digit FSC code numbering system. Where appropriate, the main inclusions and exclusions which delimit the coverage of a particular class are shown.	3,4,15
<b>Cataloging Handbook H6.</b> Federal Item Name Directory for Supply Cataloging.	3,4,15
<b>Cataloging Statistical Series (CSS).</b> A series of informational type documents which provide statistical data in support of the Federal Cataloging Program.	2,14
<b>Category A Single Submitter.</b> Where management responsibility includes all items of supply in a given FSC class, the IMM is the sole submitter of cataloging actions related to items of supply in the applicable class. This includes proposals for new or revised cataloging tools; new, reinstatement, or revised item identifications; and new or changed data related to existing item identifications such as add, delete, or change MOE Rule data, changes in item status codes, add or delete references, etc.	2,4

Volume(s)

**Category B Single Submitter.** Where management and cataloging responsibility is established on a by item basis within a given FSC class, the IMM is the sole submitter of proposed catalog data changes against existing item identifications representing items of supply under the management cognizance of that activity. This includes add, delete, or change MOE Rule data; changes in item status codes; add or delete references, etc.; but excludes original and reinstatement item identifications and proposed new or revised cataloging tools.

2

**Central Catalog File.** See FLIS Data Bank.

2,4

**Change Bulletin.** Publications issued following a basic edition for updating purposes. The data content is cumulative. Change bulletin is synonymous with the terms "advance notice" and "supplement".

15

**Change Coding.** The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Service management to Integrated Materiel Management or vice versa. Such latter changes shall be accomplished under initial, maintenance, retroactive, or return coding as appropriate.

6

**Change Indicator.** See DRN 0122, volume 12.

**Characteristics Reply.** The total reply to a FIIG requirement in MILSTICCS format. It consists of the master requirement code and may consist of a secondary indicator code, along with a secondary address code (if applicable), or it may consist of a double dollar symbol (\$\$) to identify the AND condition or a single dollar symbol (\$) to identify the OR condition. These symbols will be used to chain materials and the like which do not govern other requirements. Also included is the mode code and the item characteristics (either clear text or coded or a combination of the two as specified in the FIIG) followed by the record separator symbol.

3,4

**CIMM Assignment on a By-Item Basis.** For items of supply classified in those FSC classes included in the IMM assignment but the management assignment for each individual item of supply is determined on a by-item management coding basis.

1,2,6

**Codification Project Code.** A two-character alphabetic code assigned by the Defense Logistics Services Center (DLSC) to identify catalog data related to a codification project for NATO or other foreign countries.

4

**Collaborating Activity.** An activity designated by a Military Service or participating agency to review proposed item logistics changes.

2,4

**Collaborator Code.** See DRN 2533, volume 12.

2,13

**Commercial and Government Entity Code (CAGE).** Any reference number entered into the Federal Catalog System will have a CAGE Code assigned to it prior to entering the central catalog file. The CAGE Code is a five character data element assigned to establishments which are manufacturers or have design control of items of supply procured by the Federal Government. The first and last positions of a CAGE Code will be numeric. Under certain conditions revision actions shall be initiated by DLSC: When a CAGE Code is cancelled and replaced by a code assigned to a single manufacturer; or when DLSC cannot determine, without collaboration, which items formerly manufactured by a defunct organization are now manufactured by the acquiring organization(s).

Where the applicable CAGE Code cannot be determined under the conditions cited above, recorded cataloging activities shall initiate appropriate action to update the central catalog file. DLSC will not cancel a CAGE Code until all numbers of that manufacturer have been withdrawn.

**Commodity Integrated Materiel Manager (CIMM).** The activity/agency designated to exercise integrated materiel management for a commodity oriented Federal Supply Classification group/class, commodity, or item on a DoD and/or Civil Agency basis.

1,2,5,6,  
13,14

**Commodity Materiel Management Category Code - DoD.** See DRN 2611, volume 12.

**Compiler.** A term used to denote the activity responsible for the preparation and maintenance of a catalog.

**Concept Change.** A concept change is determined to exist when the identification characteristics expressed by the proposed revision of a Federal item identification differ in content from those expressed by the Federal item identification, and both item identifications represent possible items of supply.

4

**Condition Codes.** A condition code is assigned to Approved Item Names to indicate whether the name may be classified in single or multiple FSC(s) as follows:

Code 1 - The AIN may be classified in only one specific FSC.

Code 2 - The AIN may be classified in two or more specific classes of the FSC structure.

Code 3 - The AIN may be classified in any logical class of the FSC structure.

**Consumable Item Transfer (CIT).** A special project transferring consumable items now managed by military services to DLA or GSA.

6

**Content Indicator Code.** The Content Indicator Code (CIC) consists of four alphabetic characters which appear in positions 5 through 8 of an Automatic Digital Network (AUTODIN) message header and End of Transmission (EOT). It is designed primarily for use by the receiving communications terminal as an aid in determining distribution of data messages. All catalog data being transmitted requires a CIC.

2

	Volume(s)
<b>Continuation Indicator Code (CIC).</b> See DRN 8555, volume 12.	1,4
<b>Contract Administration Office Code (CAO).</b> See DRN 8870, volume 12.	1,15
<b>Controlled Inventory Item Code (CIIC).</b> See DRN 2863, Volume 12.	15
<b>Conversion.</b> The transformation of a value to an equal or equivalent value in a different term or scale.	3
<b>Coordinating Activity.</b> An activity having the responsibility for inter-Service/Agency coordination.	
<b>Criticality Code.</b> See DRN 3843, volume 12.	1,4,5,15
<b>Data Chain.</b> A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4,5
<b>Data Changes.</b> All transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2,4,6
<b>Data Code.</b> A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense Nuclear Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
<b>Data Element.</b> A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1,4,5,6,7,15
<b>Data Element Dictionary (DED).</b> An authoritative reference containing the definition and related 1 features of data elements, data chains, and data use identifiers. See volume 12.	1
<b>Data Element Terminator Code.</b> See DRN 8268, volume 12.	1,4
<b>Data Exchange.</b> The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2
<b>Data Item.</b> A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	
<b>Data Range Criteria.</b> Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3

	Volume(s)
<b>Data Record Number (DRN).</b> See DRN 0950, volume 12.	1,2,4,5, 6,7,15
<b>Defense Retail Interservice Support (DRIS) Program.</b> A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
<b>Deletion Reason Code.</b> See DRN 4540, volume 12.	6,14
<b>Demilitarization.</b> The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4,15
<b>Department of Defense Activity Address Code (DoDAAC).</b> See DRNs 0395 and 6550, volume 12.	
<b>Department of Defense Activity Address Directory (DoDAAD).</b> The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
<b>Department of Defense Ammunition Code (DoDAC).</b> See DRN 3767, volume 12.	3,15
<b>Depot Source of Repair (DSOR).</b> An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service Cataloging function.	6
<b>Design Control Reference.</b> The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2,4
<b>Document Availability Code (DAC).</b> See DRN 2640, volume 12.	
<b>Document Control Serial Number.</b> See DRN 1000, volume 12.	1,5,6
<b>Document Control Number.</b> See DRNs 1015 and 3920, volume 12.	4,5,6,15
<b>Document Identifier Code (DIC).</b> See DRN 3920, volume 12.	1,2,4, 5,6,7, 13,14,15
<b>DoD/Federal Functional Manager.</b> The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-MM), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1

Volume(s)

**DOE Controlled Commercial Items.** End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through DNA and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE Code 87991.

4

**DOE Special Design Items.** End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense Nuclear Agency (DNA) and may be categorized as "war reserve quality", "training quality", or "single quality".

4

**Drop Table** Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.

1

**Economic Feasibility.** The determination of the cost effectiveness of a data system change. design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development

1

**Effective Date (ED).** The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.

2,5,6,13

**Electrostatic Discharge Code.** A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic interference damage.

8,9,10,15

**End of Transmission (EOT).** An ADP term indicating the conclusion of a transmission.

**Equivalency Criteria.** Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.

3

**Estimated Demand.** See DRN 0727, volume 12.

**Estimated or Actual Price.** See DRN 0731, volume 12.

**Expendability, Recoverability-Reparability Code (ERRC).** See DRN 2655, volume 12.

	Volume(s)
<b>Extra Long Characteristics Description (ELCD).</b> Characteristics description data which consists of 5,000 characters or more.	2,3,4
<b>Extra Long Reference Number (ELRN).</b> A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
<b>Federal Catalog System.</b> A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6, 14,15
<b>Federal Cataloging Program Statistical Series.</b> A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
<b>Federal Item Identification (FII).</b> A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2,4,6
<b>Federal Item Identification Guide (FIIG).</b> A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1,2,3,4, 5,7,14,15
<b>Federal Item Name Director (FIND).</b> Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15
<b>Federal Supply Classification (FSC).</b> Permits the classification of all items of personal property used by participating activities. Groups and classes have been established for the universe of commodities with emphasis on the items known to be in the supply systems of participating activities. This classification system with its present structure of groups and classes represents those groupings and relationships which are based on current, as well as anticipated, management needs. The Federal Supply Classification structure is modified, as the needs of management change, by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions of classes. The uniform Federal Supply Classification is governed by daily management requirements and provides uniform management categories throughout military activities and Civil Agency organizations, functions, operations, and supply pipelines. It permits greater uniformity within and between Military Services and Civil Agencies in the operations of reporting, accounting, financial management, inventory control, and budgeting.	1,2,3,4, 5,6,13, 14,15
<b>Federal Supply Classification Group 11, Nuclear Ordnance.</b> A Federal Supply Classification group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.	4

	Volume(s)
<b>Federal Supply Group (FSG).</b> See DRNs 3994 and 3996, volume 12.	1,5,6, 13,14,15
<b>File Maintenance Sequence Number (FMSN).</b> See DRN 1515, volume 12.	4,6
<b>Financial Inventory Accounting (FIA).</b> Establishment and maintenance of inventory accounts in monetary terms and the rendition of reports thereon. Covers materiel in storage, in process, on hand, in transit, and on consignment.	
<b>FLIS Advance Change Notice.</b> A notification, to users of DoD 4100.39-M, of changes that must be implemented in the period between quarterly publication of changes and revisions	1
<b>FLIS Data Bank.</b> A totally integrated logistics information repository, including graphics, necessary to support the various logistics functions. The central data bank is organized in two segments, the FLIS data base segment and the System Support Record segment.	1,2,3,4, 5,6,15
<b>FLIS Data Base.</b> The segment of the FLIS data bank containing the sum total of information (words, codes, and numbers) on an item required for identification and related data necessary to support various logistics functions. The FLIS data base is comprised of the following files: NIIN, Characteristics, Reference Number, and Graphics.	1,2,3,4, 5,6,7, 13,14,15
<b>Foreign Countries (FC).</b> (Changed from: Friendly Foreign Governments). A non-NATO nation participating in the Federal Cataloging Program through an agreement which provides for the furnishing of Federal catalog data and cataloging services by the United States on a reimbursable basis.	1,2,4,5, 6,7,15
<b>Freight Classification.</b> The division of articles into groups according to physical characteristics for the purpose of transportation.	1,2,4,5, 6,15
<b>Full Descriptive Method of Item Identification.</b> The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of an NSN as specified in section III of the specific FIIG. The Full Descriptive Method (FDM) technique of item identification is a type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply.	2,4,14
<b>Functional Description (FD).</b> The FLIS FD provides:	1,8,9
a. The system requirements to be satisfied which will serve as a basis for mutual understanding between the user and the developer.	
b. Information on performance requirements, preliminary design, and user impacts including fixed and continuing costs.	
c. A basis for the development of systems tests.	
<b>Functional Manager, DoD/Federal.</b> See DoD/Federal Functional Manager.	

	Volume(s)
<b>Functional/Operational Index (F/O).</b> An index in grid form designed to assist the user in relating the item identification characteristics with the various logistic functions for data output products.	3,5,15
<b>Gaining Inventory Manager (GIM).</b> The inventory manager responsible for assuming wholesale materiel management functions.	2,6
<b>Guide Number, Federal Item Identification Guide (FIIG).</b> See DRN 4065, volume 12.	2,4
<b>Hazardous Materiel Code (HMC).</b> See DRN 2720, volume 12.	1,6,15
<b>Hazardous Material Indicator Code.</b> A code instructing the user on the type of hazardous material(s) used.	8,9,10,15
<b>Immediate Response.</b> The time elapsed from the point at which DLSC receives the last character of input data until DLSC transmits the first character of output data will not exceed one minute.	16
<b>Industrial Plant Equipment (IPE).</b> IPE is that part of DoD-owned plant equipment with an acquisition cost of \$1000 or more; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations. IPE is further identified by noun name in joint DoD Handbooks, DLAH 4215 series.	
<b>Initial Coding.</b> Application of the established IMC criteria by the ICPs to all National Stock Numbered items existing in FSC classes newly designated as commodity oriented.	6
<b>Initiating Activity.</b> An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.	3
<b>Integrated Materiel Manager (IMM).</b> See DRN 9090, volume 12.	1,2,4, 6,13
<b>Interchangeability and Substitutability (I&amp;S).</b> Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.	1,5,6,14
<b>Inventory Account Code - Coast Guard.</b> See DRN 0708, volume 12.	1
<b>Inventory Control Point (ICP).</b> An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.	6,13,14

	Volume(s)
<b>Item Characteristics.</b> Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.	3,4,
<b>Item Intelligence.</b> The sum total of data for a given item.	4
<b>Item Intelligence Maintenance (IIM).</b> A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS data base.	
<b>Item Logistics Data Transmittal (ILDT).</b> The medium used for formatting data required to be transmitted to the data bank.	4
<b>Item Management Classification Activity (IMCA).</b> See DRN 4075, volume 12.	2,6
<b>Item Management Coding (IMC).</b> The process of determining whether items of supply in FSC classes assigned for integrated materiel management qualify for management by the individual Military Services or other DoD components. Coding is accomplished in accordance with established IMC criteria contained in DoD 4140.26-M, volume I, Defense Integrated Materiel Management for Commodity Oriented Consumable Items.	1,2,6, 13,14
<b>Item Management Coding Activity (IMCA).</b> See DRN 2748, volume 12.	2,6,13,14
<b>Item Management Statistical Series (IMSS).</b> A series of informational type documents providing statistical data in support of the Federal Catalog System.	6,14
<b>Item Name.</b> See DRNs 5010 and 5020, volume 12.	1,3,4, 5,6,15
<b>Item Name Code (INC).</b> See DRN 4080, volume 12.	1,3,4, 5, 6,14,15
<b>Item of Production.</b> Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.	4
<b>Item of Supply.</b> An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production.	2,3,4, 5,6,7, 14,15
<b>Item Standardization Code (ISC).</b> See DRN 2650, volume 12.	1,4,5, 6,14,15
<b>Key Data Element(s).</b> Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code.	5
<b>Language Media Format (LMF).</b> A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media.	2
<b>Less Than Carload Rating Code (LCL).</b> See DRN 2760, volume 12.	1,2,15

	Volume(s)
<b>Less Than Truckload Rating Code (LTL).</b> See DRN 2770, volume 12.	1,2,15
<b>List.</b> One of the types of catalogs within a series of publications (e.g., Identification List).	4,15
<b>Losing Inventory Manager (LIM).</b> The inventory manager responsible for relinquishing wholesale materiel management functions.	2,
<b>MADS Data Transmission Message Control.</b> A procedure that may be used by interested recorded MADS users to identify and verify receipt of FLIS data transmitted over MADS for a fixed time period. See volume 8, DIC KWA. .	2
<b>Maintenance Action Code (MAC).</b> See DRN 0137, volume 12.	6
<b>Maintenance Coding.</b> Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished.	6
<b>Major Organizational Entity (MOE).</b> The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.).	1,2,3,4, 5,6,13, 14,15
<b>Management Cognizance.</b> The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule.	2,6
<b>Manufacturer (Mfr).</b> A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items.	4,7
<b>Mass Change Processing.</b> Mass change processing falls into two categories. Pre-programmed mass change is initiated by an SSR transaction which triggers or permits subsequent multiple actions to the DLSC and/or Service/Agency files. Special project mass change will require that original analysis and programming be accomplished to accommodate the requested actions.	1,2,6
<b>Mass Data Retrieval.</b> Mass data retrieval is designed to extract segment data from the FLIS data base or partial or complete files from the SSR based on the input of key data element(s). The content of the segments from the FLIS data base and the content of data elements from the SSR will be controlled through input of the appropriate Output Data Request Code DRN as indicated in volume 10, table 28 (Output Data Request Code/Access Key(s)).	1,5
<b>Master Requirement Code (MRC).</b> See DRN 3445, volume 12.	1,3,4,5,15
<b>Master Requirements Directory (MRD).</b> A publication containing the requirements, reply tables, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirement Codes (MRCs), and mode codes contained in published Federal Item Identification Guides (FIIGs).	1,3,5
<b>Materiel Category Codes (MCC).</b> See DRNs 2680 and 9256, volume 12.	

Volume(s)

**Materiel Condition Codes (MCC).** See DRN 2835, volume 12.

**Materiel Management.** Direction and control of those aspects of logistics which deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning. Encompasses materiel control, inventory control, inventory management, and supply management.

2,6

**Materiel Management Aggregation Code - AF (MMAC).** See DRN 2836, volume 12.

1,13

**Materiel Manager (MM).** The director or organizational component responsible for performing the materiel management functions for assigned items.

1

**Mechanization of Warehousing and Shipment Processing (MOWASP).** A uniform data system designed to maintain consolidated freight location data and shipment handling information.

6

**Message Accountability Delivery System (MADS).** This system is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTODIN)).

1,2,4,5,  
6,7

**Military Service-Controlled Commercial Items.** End items, assemblies, components, and parts (including testing and handling equipment) which, due to the nuclear weapons reliability concept, require special testing or control for quality assurance. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE Codes 57991, 67991, or 77991.

4

**Military Service Special Design Items.** End items, assemblies, components, and parts (including testing and handling equipment), designed or manufactured by a Military Service or design controlled by a Military Service, for use specifically in the nuclear ordnance field. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality", "training quality", or "single quality". They may be security classified or nonsecurity classified and are not necessarily classified in FSC group 11.

4

**Military Specification (MILSPEC).** A procurement specification in the military series promulgated by one or more of the military agencies and used for the procurement of military supplies, equipment, or services.

3

**Military Standard (MILSTD).** An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.

2,3,4,7

**Military Standard Contract Administration Procedure (MILSCAP).**

MILSCAP will provide uniform procedures, rules, formats, time standards, and standard data elements for the interchange of contract-related information between and among DoD components and contractors. The provisions of the Armed Services Procurement Regulation are to be implemented in machine processable form, where feasible, in MILSCAP. The system administrator and the chairman of the ASPR Committee will assure compatibility between the two procedures.

Volume(s)

1,7,15

**Military Standard Item Characteristics Code Structures (MILSTICCS).**

The coding structure used to code characteristics data for item identifications, transmission, storage, and processing.

3,15

**Military Standard Requisitioning and Issue Procedures (MILSTRIP).**

MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

6

**Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).**

MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.

**Military Standard Transportation and Movement Procedure (MILSTAMP).**

The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow. Supplementing procedures are authorized only to the extent of assuring more detailed operating instruction required by action offices or to cover variances in capabilities.

Prescribed address-marking data elements, formats, and requirements are contained in MILSTAMP and will be reflected in MIL-STD-129, Military Standard Marking for Shipment and Storage, which is maintained by the Department of the Army. MILSTAMP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

**Military Traffic Management Command (MTMC).** A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.

1,2,4,6,15

Volume(s)

<b>MINIMIZE.</b> A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.	2,4
<b>MOE Rule Related Data.</b> Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.	2,4,6
<b>National Codification Bureau (NCB) Code.</b> See DRN 4130, volume 12.	4
<b>National Item Identification Number (NIIN).</b> See DRN 4000, volume 12.	All
<b>National Motor Freight Classification Code (NMFC).</b> See DRN 2850, volume 12.	1,2,6,15
<b>National Stock Number (NSN).</b> See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1,2,3,4, 5,6,13, 14,15
<b>NATO Stock Number (NSN).</b> An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1,4,6
<b>NATO Supply Code for Manufacturers (NSCM).</b> See DRN 4140, volume 12.	1,4,5, 7,15
<b>Navy Cognizance Code.</b> See DRN 2608, volume 12.	1,13
<b>Next Higher Classifiable Assembly.</b> This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. Also, the classification of the higher assembly is indicated specifically in an entry in the Numeric Index (Cataloging Handbook H2-2). The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
<b>Nominal Value.</b> A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.	
<b>Non-Approved Item Name (NAIN).</b> See DRN 5020, volume 12.	3
<b>Non-Duplicate (NDUP).</b> When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
<b>Normal Source of Procurement.</b> See DRN 0721, volume 12.	

	Volume(s)
<b>Nuclear Hardness Critical Item (NHCI).</b> As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
<b>On Hand/Due In.</b> See DRN 0722, volume 12.	
<b>Operational Feasibility.</b> The determination of whether a data system change will operate properly and be properly used once developed and implemented.	1
<b>Operational Need Date.</b> See DRN 0726, volume 12.	
<b>Optical Character Recognition (Reader) (OCR).</b> A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.	1,2,7
<b>Organizational Entity (O.E.).</b> An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.	1,3,4, 5,6,7, 14,15
<b>Original Federal Item Identification.</b> An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.	4
<b>Originating Activity.</b> Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency), the originating activity assumes the status also of a submitting activity.	2,4,5,6
<b>Originating Activity Code.</b> See DRN 4210, volume 12.	1,4,5, 6,15
<b>Output Data Request Code (ODRC).</b> See DRN 4690, volume 12.	1,2,4,5,6
<b>Package Sequence Number (PSN).</b> See DRN 1070, volume 12.	1,2,4, 5,7,14
<b>Partial Descriptive Method Item Identification (PDM).</b> A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.	2,4,14
<b>Permanent System Control Number (PSCN).</b> See DRN 4250, volume 12.	1,2,4, 5,6,15

Volume(s)

**Possible Duplicate Item-of-Supply Concepts.** An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).

4

**Precious Metal Indicator Code (PMIC).** A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).

8,9,10,15

**Price Validation Code, Air Force (PVC).** See DRN 0858, volume 12.

**Primary Inventory Control Activity (PICA).** See DRN 2866, volume 12.

1,2,4,5,  
6,13,14

**Primary Reference Number.** The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".

4

**Priority Indicator Code (PIC).** See DRN 2867, volume 12.

2,4,5,14

**Procurement Method Code (PMC).** See DRN 2871, volume 12.

6,14

**Procurement Method Suffix Code (PMSC).** See DRN 2876, volume 12.

6,14

**Production Lead Time.** See DRN 0730, volume 12.

**Proposed Original Item Identification.** An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.

2,4

**Provisioning Screening Master Address Table (PSMAT).** See DRN 0232, volume 12.

1,5,7

**Provisioning Supply Support Request.** Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.

2,6

**Qualitative Value.** The portion of a reply that expresses quality such as color, shape, material, condition, etc.

3

**Quantitative Value.** The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.

3

	Volume(s)
<b>Quantity Unit Pack (QUP).</b> See DRN 6106, volume 12.	6,15
<b>Rail Variation Code.</b> See DRN 4760, volume 12.	1,2,6,15
<b>Reactivation Coding.</b> Application of the approved IMC criteria by the ICPs to inactivated NSNs for which a IMM was the last manager, and the ICP is not currently recorded as a user.	6
<b>Receiver Code.</b> See DRN 2534, volume 12.	
<b>Record Separator.</b> The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
<b>Reference Method of Item Identification (RM).</b> The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2,4,6,14
<b>Reference Number.</b> A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO Stock Numbers; specification or standard part, drawing, or type numbers. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2,4,5, 14,15
<b>Reference Number Action Activity Code (RNAAC).</b> See DRN 2900, chapter 12.2.	1,4
<b>Reference Number Category Code (RNCC).</b> See DRN 2910, chapter 12.2.	2,4,5,6, 15
<b>Reference Number Category Code Combination.</b> Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
<b>Reference Number Format Code (RNFC).</b> See DRN 2920, chapter 12.2.	4,5
<b>Reference Number Justification Code (RNJC).</b> See DRN 2750, chapter 12.2.	1,4
<b>Reference Number Status Code (RNSC).</b> See DRN 2923, chapter 12.2.	
<b>Reference Number Variation Code (RNVC).</b> See DRN 4780, chapter 12.2.	2,4,5,15
<b>Reference/Partial Descriptive Method Reason Code (RPDMRC).</b> See DRN 4765, chapter 12.2.	1,2,4

	Volume(s)
<b>Reinstated Federal Item Identification.</b> A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
<b>Remote Output Format Code.</b> See DRN 0841, chapter 12.2.	16
<b>Reparability Code - Coast Guard.</b> See DRN 0709, chapter 12.2.	1
<b>Reply.</b> A reply (data item) is the answer to a specific requirement.	3,4
<b>Reply Code.</b> A code that represents an established reply to an approved requirement.	3,4
<b>Reply Table.</b> A listing of replies (data item) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	3,4
<b>Report Control Symbol (RCS).</b> Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2,14
<b>Reports Generator.</b> Designed to produce one-time listings or reports from the FLIS files.	1,5
<b>Requirement.</b> A definition of a required characteristic.	3,4
<b>Requirement, Lead-In.</b> A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a MRC, nor does it ever require a reply.	3
<b>Requirement, Major.</b> A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	3
<b>Requirement, Subordinate.</b> A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	3
<b>Retail Manager (RM).</b> A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by a IMM, including DNA, NSA, and TACOM.	6
<b>Retroactive Coding.</b> Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
<b>Return Coding.</b> A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6
<b>Routine Reclassification Action.</b> Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6

	Volume(s)
<b>Routing Identifier Code (RIC).</b> A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6
<b>Secondary Address Code (SAC).</b> See DRN 8990, chapter 12.2.	1,3,4
<b>Secondary Address Indicator Code (SAIC).</b> See DRN 9485, chapter 12.2.	3
<b>Secondary Inventory Control Activity (SICA).</b> See DRN 2938, chapter 12.2.	1,2,6, 13,14
<b>Service/Agency Designator Code (SADC).</b> See DRN 4672, chapter 12.2.	2,4,15
<b>Service Item Control Center (SICC).</b> An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.	2,6,13,14
<b>Shelf Life Code (SLC).</b> See DRN 2943, chapter 12.2.	6,15
<b>Simplified File Maintenance (SFM).</b> FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1.2
<b>Single Quality Items.</b> Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
<b>Single Submitting Activity.</b> See DRN 9255, chapter 12.2.	2,4
<b>Source Controlled Federal Item Identification.</b> A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
<b>Source of Supply Code (SOS).</b> See DRN 3690, chapter 12.2.	4,5,6, 14,15
<b>Source of Supply Modifier Code (SOSM).</b> See DRN 2948, chapter 12.2.	6

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**Specially Designed Item.** The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment". In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.

4

**Special Packaging Requirement.** See DRN 0725, volume 12.

**Standard Requirement.** A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.

4

**Standard Test Data Base (STDB).** Maintained at DLSC with data input by Services/Agencies participating in the interface test program.

1

**Statistical Indicator Code.** See DRN 3708, volume 12.

**Submitted Package Sequence Number (SPSN).** See DRN 8328, volume 12.

**Submitter Code.** See DRN 2535, volume 12.

**Submitting Activity.** Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency) through which the originating activity is required to submit its proposals to DLSC.

1,2,3,4,5,6,7

**Submitting Activity Code.** See DRN 3720, volume 12.

1,4,5,15

**Supply Management Data.** Item data which do not affect NSN assignment but are necessary to support logistics functions.

3,6

**Supply Support and Cataloging Action Request.** Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.

6

**Supply Support Request (SSR).** A request submitted by the activity responsible for supporting an end item being provisioned to a Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.

2,6

**Suspense File.** The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.

1,4,5

**System Advisory Notice (SAN).** Notification to Services/Agencies of the SCRs scheduled for implementation in a given SMR. The SAN will be published approximately 300 days prior to a scheduled implementation date.

1

**System Change Request (SCR).** A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities.

1,6,15

## Volume(s)

a. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation.

b. Expedite - SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation.

c. Emergency - an SCR required to maintain the operational status of FLIS

**System Control Number (SCN).** See DRN 3735, volume 12.

4,6

**System Management Release (SMR).** Notification to Services/Agencies of a scheduled change that will be implemented. The SMR will be published approximately 240 days prior to a scheduled implementation date.

1

**System Support Record (SSR).** The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-up, Graphics, Process Control, Mass Changes to FLIS data base, Mass Data Retrieval, and Tailored Data Interrogations.

1,2,5,6,7,  
13,14,15

**Technical Feasibility.** The determination of whether the development of a date system change is possible within the limits of available technology.

1

**Training Quality Items.** Items designated for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.

4

**Type of Cargo Code.** See DRN 9260, volume 12.

1,2,15

**Type of Financial Management Control.** See DRN 0729, volume 12.

**Uniform Freight Classification Code (UFC).** See DRN 3040, volume 12.

1,2,6,15

**Unit of Issue (U/I).** See DRN 3050, volume 12.

2,6,14,15

**Unit of Issue Conversion Factor.** See DRN 3053, volume 12.

6

**Unprocessable Transaction.** Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.

1,2,4,6

**Using Service Code.** See DRN 0745, volume 12.

**Voluntary Standard.** A product standard developed under procedures published by the Department of Commerce. Its adoption by a particular industry, company, or organization is voluntary. It is used as a standard for the procurement and production of a product.

6

Volume(s)

**War-Reserve Quality Items.** Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.

4

**Water Commodity Code.** See DRN 9275, volume 12.

1,2,15

**Weapons Integrated Materiel Manager (WIMM).** The Military Service Inventory Control Point (ICP) which performs the DoD integrated materiel functions for assigned consumable items.,

2,5,6,  
13,14

**WIMM Assignments on a By-Item Basis.** Items of supply classified in those FSC classes included in the WIMM assignment but the management assignment for each individual item of supply is determined on a by-item management coding basis.

2

**Withdraw** The word "withdraw" in these procedures refers specifically to activity action to remove existing data from DLSC files.

2,6

**ESTABLISH/MAINTENANCE OF ORGANIZATIONAL ENTITY (OE)  
AND PROVISIONING SCREENING MASTER ADDRESS FILE  
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## CHAPTER 1

### ESTABLISHMENT/MAINTENANCE, O.E. MASTER FILE (CAGE/NSCM)

#### 7.1.1 Introduction

a. The procedures in this chapter prescribe the input modes/formats and instructions to be followed by activities/agencies when submitting requests to the Defense Logistics Services Center (DLSC) for processing new code assignments and/or maintenance actions for:

(1) Commercial and Government Entity Code (CAGE). A five-position alphanumeric code with a numeric in the first and last positions (e.g., 27340, 2A345, 2AA45, or 2AAA5), assigned to United States and Canadian organizations which manufacture and/or control the design of items supplied to a Government Military or Civil Agency or assigned to United States and foreign organizations, primarily for identifying contractors in the mechanical interchange of data required by MILSCAP and the Service/Agency automatic data processing (ADP) systems. The CAGE data provides the data base for the LOLA and FED LOG application. These computer applications contain the CAGE data previously published in the former Cataloging Handbook H4/H8 series.

(2) NATO Supply Code for Manufacturers (NSCM). A five-position alphanumeric code requiring an alpha character in either the first or last position (e.g., AA123, 3AAAA, AAAA3, K2345 or 2345K), assigned to organizations located in North Atlantic Treaty Organization (NATO) member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government Military Activity or Civil Agency. The NSCM data provides the data base for the LOLA and FED LOG application. These computer applications contain the CAGE data previously published in the former Cataloging Handbook H4 series (For NATO Use Only).

b. Terminology. The FLIS data base documenta-

tion in many instances references the term Organizational Entity (O.E.) File/Sector. As a matter of clarification, the term "Organizational Entity" or "O.E." in this portion of the procedures manual, pertains/relates exclusively to the CAGE/NSCM coding system.

c. The FLIS design features of the DLSC O.E. Master CAGE/NSCM File provide for submission of multi-media type input in a mechanized format. Resulting output from DLSC will be incorporated into the mechanized systems of recorded recipient Services and Agencies. (See volume 10, table 134 for DLSC/foreign governments responsible for assigning and maintaining CAGE/NSCM).

d. Submission mode of proposed input transactions will be by an on-line system input by DLSC only.

e. Submittal of requests for new O.E. code assignments using DD Form 2051 only, and forms or letters requesting maintenance actions on previously assigned CAGE/NSCM data, will be submitted in one (1) copy bearing the signature of an official of the firms involved. Requests by NATO countries for codes for firms located in the United States are submitted on NATO Form AC/135-NR.2. (See appendices 7-1-A and 7-1-B.) Letters and forms concerning the O.E. will be directed to:

Commander  
Defense Logistics Services Center  
ATTN: DLSC-SBB  
Federal Center  
Battle Creek, MI 49017-3084

Request for new code assignments will be processed by DLSC only when the DD Form 2051 has been sponsored by a government activity/agency or by a Procurement Technical Assistance Center.

Request for maintenance actions received directly from the manufacturer will be processed by DLSC.

f. Prior to submission of a request for code assignment or maintenance action, activities/agencies which have access to Federal Logistics Data on Compact Disc (FED LOG) or Logistics On—Line Access (LOLA) will screen these systems to ensure a CAGE/NSCM has not already been assigned or updated for the particular organizational entity. The Defense Logistics Services Center sends out computer-generated letters to coded contractors requesting verification of the organization's status, making one complete cycle of the file annually. This factor should be considered; however, an activity/agency should not withhold information available concerning an O.E. because of this process.

g. The following references contain explicit instructions concerning formats and preparation of CAGE/NSCM data to be forwarded to DLSC.

REFERENCE	CONTENT
Appendices 7-1-A and 7-1-B	Preparation of Forms
Volume 10, Chapter 10.4	Codes/Tables for CAGE/NSCM

h. Maintenance of FLIS data base. Following DLSC approval/processing of a transaction wherein a CAGE/NSCM is cancelled and replaced by an CAGE/NSCM involving one or more part numbers, a mass change of FLIS data base records will result from DLSC machine-generated LAR/LDR transactions. DLSC will in turn provide the applicable activity/agency data receivers appropriate file maintenance data on KAR, KCR, and KDR transactions for updating their National Item Identification Number (NIIN) file records.

i. The O.E. Master file is the basis for the Cataloging Handbook H4/H8 Series. Commercial and Government Entity (CAGE) and H4, NATO Supply Code for Manufacturers (NSCM). Procedures gov-

erning these publications are contained in volume 15, chapter 15.5.

**7.1.2 Add Total New Commercial and Government Entity or NATO Supply Code for Manufacturers.** This section describes the criteria governing the assignment of new CAGE/NSCM data, subsequently referred to as O.E. Type A - Manufacturers; Type E - NATO Manufacturers; and Type F - Nonmanufacturers.

a. Add Total O.E. Record - Type A - CAGE Code.

(1) Activities/agencies will ensure that prior to submitting a request to DLSC for the assignment of a new CAGE Code number that the code is in fact required for design documentation and/or operations pertaining to cataloging a new item or adding a new source of supply to an item already cataloged. In this regard, the code will be requested after the item has been procured from the new source and not before a solicitation has been made.

(2) The following kinds of organizations/functions are eligible for CAGE Code assignments:

(a) Manufacturing organizations that are the sources from which items of supply are obtained for use in the Federal Supply System

(b) Commercial organizations that control the design of items used by the Federal Government but do not necessarily manufacture nor sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks. (The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Distributors who are sole sources of supply for items which cannot be purchased directly from the manufacturer located in the U.S., Canada, or any NATO member nation.

(e) Government agencies that manufacture items entering the Federal Supply or Military Industrial Systems, or control the design of such items without actually manufacturing them.

(f) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government under MIL-D-1000, MIL-STD-100, or MIL-STD-804.

(g) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with various military specifications/standards such as MIL-E-1 and MIL-STD-130.

(h) Various kinds of Government specifications, and certain Government organizations connected with the development of standards and/or specifications.

(i) The O.E. Master File is the basis for H4, NATO Supply Code for Manufacturers (NSCM), and LOLA and FED LOG CAGE inquiry applications. Procedures governing the H4 publication is contained in volume 15, LOLA Procedures in volume 16, and FED LOG Procedures in volume 17.

(3) Requests for new CAGE Code assignments to Government organizations or specifications and standards promulgated by Government organizations must be submitted on the letterhead of the agency/activity to which the code is to be assigned. They must specify the type of drawings, items, or documents controlled.

b. Add Total O.E. Record - Type F - CAGE Code.

(1) Submitting activities will ensure that the

CAGE Code assignment is required for identifying an organization/function in MILSCAP, bid abstracts, purchase documents, and/or other documents pertaining to the contract/purchase agreement as required by DoD 41000.25-5-M MILSCAP Manual; Armed Services Procurement Regulation (ASPR); DoD Procurement Manual; and the DoD procurement circulars.

(2) The following kinds of organizations/functions are eligible for Type F CAGE Code assignments:

Manufacturing organizations not qualifying for

a:

Type A CAGE Code.  
Distributors.  
Sales offices.  
Retail establishments.  
Service organizations.  
Wholesale or jobbing establishments.  
Professional organizations, including engineering.  
Construction and mining firms.  
Banks and universities.  
Any other nongovernment organizations which must be identified in MILSCAP data interchange.

c. Add Total O.E. Record - Type E - NSCM.

(1) Only specific foreign codification authorities are presently empowered to assign NSCMs to manufacturers located in NATO and non-NATO countries (excluding U.S. and Canada).

(a) Requests for NSCM assignments to facilities located in NATO or non-NATO countries may be initiated by U.S./Canadian manufacturers and manufacturers located in non-NATO countries, and by U.S. and Canadian Military Activities/Civil Agencies. Such requests must be submitted to DLSC (ATTN: SBB) for transmittal to the proper foreign codification authority which in turn processes the request and notifies DLSC of the code

assignment. DLSC then confirms the code assignment to the requester.

(b) The requesting facility will submit to DLSC (ATTN: SBB) a completed DD Form 2051, Request for Assignment of CAGE Code/Contractor, accompanied by a letter of transmittal. The letter will enable DLSC to expedite confirmation of the NSCM to the requester.

(c) Emergency NSCMs do not exist because of the amount of processing time required by each foreign codification authority.

(2) Activities/Civil Agencies will ensure that prior to submitting a request to DLSC for the assignment of an NSCM that the code is in fact required for design documentation and/or item identification. An NSCM will be requested after the item has been procured from the new source and not before a solicitation has been made.

(3) The following kinds of non-NATO foreign organizations/functions are eligible for NSCM assignments in connection with Federal supply cataloging operations:

(a) Manufacturing organizations that are the sources from which items of supply are obtained for use in the Federal Supply System.

(b) Commercial organizations that control the design of items used by the Federal Government, but do not necessarily sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks. (The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Manufacturers who supply materials for

incorporation into the products of contractors who provide drawings of these products to the Government under MIL- D-1000, MIL-STD-100, or MIL-STD-804.

(e) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with military specifications/standards such as MIL-E-1 and MIL-STD-130.

**7.1.3 Change Data to an Existing CAGE/NSCM Record.** This section describes the criteria for external requests to DLSC for adding, changing or deleting permissive data elements to an existing CAGE/NSCM record.

a. Change Data to an Existing O.E. Record - Types A and F. Requests for maintenance actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared and signed by an official of the firm.

b. Change data to an existing O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements. (Exception: If the Defense Industrial Plant Equipment Center wants its symbol to be added or deleted, it will be necessary to send a written request (letter) to DLSC.)

**7.1.4 Cancel total CAGE/NSCM Code Record.** This section describes the criteria for requesting a cancel O.E. transaction. These transactions will be used to change an O.E.'s status to cancelled with or without replacement. They will not purge the record from the file in its entirety, but will purge such data as Post Office box number, street address, ZIP Code. The only time an CAGE/NSCM will be considered as a replacement for another code is when the succeeding firm has acquired all design, manufacturing, and/or patent rights to all product lines manufactured by the defunct organization and this fact is substantiated in writing by the firms

involved. The fact that a firm manufactures identical items, but did not acquire the rights of the defunct firm, does not qualify it as a replacement.

a. Cancel Total O.E. Record - Type A - CAGE Code.

(1) The information an activity agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(a) Confirm that the coded facility has ceased all manufacturing operations. (In instances where a portion of the product lines have been discontinued or sold, a delete total CAGE Code transaction is not proper.)

(b) If the coded facility has ceased all manufacturing operations in their entirety, determine if the operation was sold, including all design, manufacturing, and patent rights pertaining to items previously manufactured and furnished to the Government.

(c) If all manufacturing operations of a defunct firm have been sold (including all manufacturing, patent rights, etc.), advise whether such operations were acquired by a single successor firm or if multiple successor firms are involved.

(d) If all manufacturing operations of a defunct firm have been sold to a single successor firm, advise whether the successor firm has previously been assigned an CAGE Code.

(e) If all manufacturing operations of a defunct facility have been merged into one affiliated facility, advise whether the acquiring facility has previously been coded.

(2) If the proposed transaction does not include a replacement CAGE Code, the accompanying correspondence will contain just that information listed above which is necessary to ascertain that the orga-

nization is, in fact, defunct.

(3) If the proposed transaction does include a replacement CAGE Code, the accompanying correspondence will provide the information listed in paragraph 7.1.4.a.(1) necessary to ascertain that the replacement CAGE Code submitted is proper.

(4) If there is a known successor firm, but that firm is not coded, the pertinent information listed in paragraph 7.1.4.a.(3) will be submitted to DLSC with the complete name and address of the successor organization. If, after evaluation, DLSC determines that a code should be obtained for the successor organization and a cancel/replace transaction submitted, such action will be taken by DLSC.

b. Cancel Total O.E. Record - Type F - CAGE Code. The information an activity/agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(1) Indicate that the coded facility has ceased all operations, and is in fact defunct.

(2) If the coded facility has ceased all operations in its entirety, determine if the facility was sold.

(3) If the operations of a defunct firm have been sold, determine if acquired by one single successor firm or if multiple successor firms are involved.

(4) If all operations of a defunct firm have been sold to or merged with a single successor firm, determine if successor firm has previously been assigned a CAGE Code.

c. Cancel Total O.E. Record - Type E - NSCM. A cancel Total O.E. transaction will be accomplished only by DLSC solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or

supplements thereto. DLSC will prepare the documents.

**7.1.5 Reinstate Cancelled CAGE/NSCM Record.** This section describes the criteria for external requests to DLSC for reinstating O.E. records that are recorded on the DLSC O.E. Master File as cancelled.

a. Reinstate Cancelled O.E. Record - Types A and F. Requests for reinstatement actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared by an official of the firm.

b. Reinstate Cancelled O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence.

**7.1.6 Outputs from Processing O.E. Master File Records.** This section encompasses the output data distribution system employed by DLSC. Specific data Receivers of O.E. file maintenance data are determined by each requiring Service/Agency. Output mode(s) for dissemination of data is predicated on specific type of output transaction, data involved, and activity/agency mode of communication for receiving data from DLSC; i.e., Message Accountability Delivery System (MADS), magnetic tape, correspondence, TWX, and telephone.

a. NIIN File Maintenance Update. Following approval/processing of a Total O.E. input transaction containing a replacement O.E. code number involving one or more FLIS data base part numbers, DLSC will provide the applicable activity/agency receivers with appropriate FLIS data base file maintenance data for updating their NIIN file records. Update actions for deletion of a cancelled O.E. code and adding of a replacement O.E. code are accomplished by DLSC forwarding machine-generated KDR, KCR, and KAR transactions to data receivers.

b. O.E. SSR File Maintenance Service (DIC KHN). Provides activities/agencies machine sensitive records to establish and maintain an O.E. file containing each assigned CAGE/NSCM related data as recorded and maintained on the DLSC Master Consolidated CAGE/NSCM File. This service is available only to recipients of the basic file. (See volume 8, chapter 8.2 for format.)

(1) O.E. data includes Type O.E. Code, O.E. Code number, related names, street address (if available), city, state/country, Foreign/Domestic Designator, O.E. Replacement Code, O.E. Status Code, O.E. Designator, ZIP Code, Contract Administration Office (CAO), and Automatic Data Processing (ADP) Point (as applicable), and related socioeconomic data.

(a) The O.E. Status Code designates a specific status condition related to an O.E. There may be two complete records for an O.E.; however, only one record is shown in a current status. (See volume 10, table 19.)

(b) The complete package for each CAGE/NSCM consists of one or more records. Each record will be 80 positions in length.

(2) Requests for O.E. Master file maintenance service will be processed through normal headquarters office channels to reach the Defense Logistics Services Center not less than 45 days prior to need. This will permit the release of the latest information available.

(3) File maintenance is available by means of the Automatic Digital Network (for telecommunications procedures controlling MADS transmission see volume 2, paragraph 2.3.2.d). Data records will be released on a weekly basis.

c. The basic O.E. Master File will be provided to agencies/activities on magnetic tape upon receipt of their written requirements, forwarded through

their appropriate command headquarters. The basic file will be contained on two reels of magnetic tape, provided by DLSC, and forwarded to the requesting activity by certified mail. Format will be in accordance with DIC KHN, volume 8, chapter 8.2.

(1) The basic file will contain O.E. File Maintenance Transaction Code 003 data only.

(2) DLSC has the capability of providing tapes with any of the characteristics described in volume 10, table 10.

d. The normal mode of output for O.E. will be MADS when the activity possesses MADS receiving capabilities.

e. For those activities/agencies that do not possess MADS capabilities, notification of action taken will be in letter form except when CAGE Codes are assigned to U.S. firms for a NATO government; then confirmation will be on NATO Form AC/135-NR.2, section B. (See appendix 7-1-B.)

**7.1.7 Cage Bulletin Board System (BBS).** This describes the new 24 hours a day BBS and various methods to access the System.

a. The Cage BBS provides a fast and simple electronic method for CAGE Code assignments and maintenance requests. The streamlined DD Form 2051 requires only essential information for quicker processing results. Requests received via BBS will be processed and answered by BBS.

b. A portion of the Bulletin Board is designated as a "Question and Answer" section allowing users to ask CAGE related questions. The system also provides a "Mail Message" option enabling users to send DLSC-SBB comments and suggestions.

c. Access to the Bulletin Board is possible by "dial up" on a personal computer and a modem, or access through the Defense Data Network (DDN).

(1) If using the ENABLE software package, the following information for Telecom Setup is as follows:

Baud Rate = 1200 or 2400	Parity = None
1 Stop Bit	Word Size = 8 Bits
Duplex = Full	

(2) The telephone number for the CAGE BBS:

800-841-4431

(3) If utilizing DDN, the address is: TELNET 131.87.1.123.

(4) Activities having access to the Logistics Remote User Network (LOGRUN) or have Electronic Mail (E-Mail) on a DMINS machine normally have DDN connectivity.

d. If assistance is required with signing on the CAGE BBS, call:

(616) 961-4358, AV 932-4358  
(616) 961-4385, AV 932-4385

**CHAPTER 1**  
**APPENDIX 7-1-A**  
**PREPARATION OF DD FORM 2051**

Requests for assignment of new CAGE CODEs must be submitted on DD Form 2051. Blocks 1-4 will be completed by the agency/activity requesting the code. Blocks 5-13b will be completed and signed by an official of the firm to be coded.

When a CAGE CODE is assigned on an emergency basis, the requesting agency/activity is responsible for assuring that a DD Form 2051 is properly completed and forwarded to DLSC within the specified time.

Following are examples of completed DD Forms 2051 for a code assignment and a request for an update of a previously assigned code.

Page 4 of the appendix reflects DD Form 2051 instructions as they appear on the reverse of the form.

APPENDIX 7-1-A  
PREPARATION OF DD FORM 2051

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE		NOTE See Instructions on Reverse	Form Approved OMB No. 0704-0114
<b>SECTION A - TO BE COMPLETED BY INITIATOR</b>			
1. NAME OF REQUESTING GOVERNMENT AGENCY/ACTIVITY  DESC		1a. STREET ADDRESS, CITY, STATE, ZIP CODE  DAYTON, OH 45444	
2. TYPE OF CODE REQUESTED ("X" One)  <input checked="" type="checkbox"/> a. FSCM <input type="checkbox"/> b. MILSCAP	3. EXCEPTION CODES a. CAD    b. ADP -    -	4. OFFICE SYMBOL (Initiator) DESC-SC	6a. TELEPHONE NUMBER (Initiator) AV 850-6129
6b. TYPED NAME OF INITIATOR (Last, First, Middle Initial) SMITH, JANE L.		6c. SIGNATURE OF INITIATOR	
<b>SECTION B - TO BE COMPLETED BY FIRM TO BE CODED</b>			
1. NAME OF FIRM (Include "Branch of", "Division of", etc.)  ABC ELECTRONICS, INC		1a. STREET ADDRESS, CITY, STATE, ZIP CODE  123 S. 2ND ST. DAYTON, OH 45444	
		1b. CAGE CODE (If previously assigned) -	
2. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) (Use separate sheet of paper, if necessary)  N/A		3. PARENT COMPANY AND AFFILIATED FIRMS ("X" One, and complete, as applicable) <input checked="" type="checkbox"/> a. NONE <input type="checkbox"/> b. CURRENTLY AFFILIATED WITH OTHER FIRMS (List name and address of such firms on a separate sheet of paper) <input type="checkbox"/> c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (List name and address of such firms on a separate sheet of paper)	
4. PRIMARY BUSINESS CATEGORY ("X" One) <input checked="" type="checkbox"/> a. MANUFACTURER <input type="checkbox"/> b. DEALER/DISTRIBUTOR <input type="checkbox"/> c. CONSTRUCTION FIRM <input type="checkbox"/> d. SERVICE COMPANY <input type="checkbox"/> e. SALES OFFICE <input type="checkbox"/> f. OTHER (Specify):			
5. NUMBER OF EMPLOYEES  57		6. DISADVANTAGED SMALL BUSINESS ("X" One, if applicable) <input type="checkbox"/> a. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM <input type="checkbox"/> b. NOT APPROVED BY SBA FOR SECTION 8(a) PROGRAM	
7. WOMAN OWNED BUSINESS ("X" One) <input type="checkbox"/> a. YES <input checked="" type="checkbox"/> b. NO		8. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S) a. PRIMARY    b. OTHER (Specify) 3615	
9. REMARKS			
10. TYPED NAME OF FIRM OFFICIAL (Last, First, Middle Initial)  JONES, JACK E.		10a. SIGNATURE OF FIRM OFFICIAL	
		10b. DATE (YYMMDD) 86-01-30	
		10c. TELEPHONE NUMBER 513-212-6712	

DD FORM 2051  
NOV 80

REPLACES EDITION OF 1 OCT 76 WHICH IS OBSOLETE

★ U.S. GOVERNMENT PRINTING OFFICE: 1985-554-008/10457

(DLSC-FBA O/P, Dec 84)

APPENDIX 7-1-A  
PREPARATION OF DD FORM 2051

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE		NOTE See Instructions on Reverse	Form Approved OMB No. 0704-0114
SECTION A - TO BE COMPLETED BY INITIATOR			
1. NAME OF REQUESTING GOVERNMENT AGENCY/ACTIVITY  DCSC		1a. STREET ADDRESS, CITY, STATE, ZIP CODE  COLUMBUS, OH 43215	
2. TYPE OF CODE REQUESTED ( <i>"X" One</i> ) <input checked="" type="checkbox"/> a. FSCM <input type="checkbox"/> b. MILSCAP	3. EXCEPTION CODES a. CAD <input type="checkbox"/> b. ADP <input type="checkbox"/>	4. OFFICE SYMBOL ( <i>Initiator</i> ) DCSC-SC	4a. TELEPHONE NUMBER ( <i>Initiator</i> ) AV 850-7721
4b. TYPED NAME OF INITIATOR ( <i>Last, First, Middle Initial</i> ) JONES, BRIAN J.		4c. SIGNATURE OF INITIATOR	
SECTION B - TO BE COMPLETED BY FIRM TO BE CODED			
1. NAME OF FIRM ( <i>Include "Branch of", "Division of", etc.</i> ) JONES & SMITH, INC		1a. STREET ADDRESS, CITY, STATE, ZIP CODE 640 S. BROAD ST. COLUMBUS, OH 43216	
		1b. CAGE CODE ( <i>If previously assigned</i> ) 1A276	
2. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES). ( <i>Use separate sheet of paper, if necessary.</i> ) JONES MACHINE SHOP 619 S. 12TH ST. COLUMBUS, OH 43215		3. PARENT COMPANY AND AFFILIATED FIRMS ( <i>"X" One, and complete, as applicable</i> ) <input checked="" type="checkbox"/> a. NONE <input type="checkbox"/> b. CURRENTLY AFFILIATED WITH OTHER FIRMS ( <i>List name and address of each firm on a separate sheet of paper.</i> ) <input type="checkbox"/> c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS ( <i>List name and address of each firm on a separate sheet of paper.</i> )	
4. PRIMARY BUSINESS CATEGORY ( <i>"X" One</i> ) <input type="checkbox"/> a. MANUFACTURER <input type="checkbox"/> b. DEALER/DISTRIBUTOR <input checked="" type="checkbox"/> c. CONSTRUCTION FIRM <input type="checkbox"/> d. SERVICE COMPANY <input type="checkbox"/> e. SALES OFFICE <input type="checkbox"/> f. OTHER ( <i>Specify</i> ):			
5. NUMBER OF EMPLOYEES 112		6. DISADVANTAGED SMALL BUSINESS ( <i>"X" One, if applicable</i> ) <input type="checkbox"/> a. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM <input type="checkbox"/> b. NOT APPROVED BY SBA FOR SECTION 8(a) PROGRAM	
7. WOMAN OWNED BUSINESS ( <i>"X" One</i> ) <input type="checkbox"/> a. YES <input checked="" type="checkbox"/> b. NO		8. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S) a. PRIMARY 3712 b. OTHER ( <i>Specify</i> ):	
9. REMARKS			
10. TYPED NAME OF FIRM OFFICIAL ( <i>Last, First, Middle Initial</i> ) SMITH, CRAIG A.		10a. SIGNATURE OF FIRM OFFICIAL  10b. DATE (YYMMDD) 86-01-29 10c. TELEPHONE NUMBER 614-372-9876	

DD FORM 2051  
20 NOV

REPLACES EDITION OF 1 OCT 76 WHICH IS OBSOLETE

U.S. GOVERNMENT PRINTING OFFICE: 1985-554-008/10457

(DLSC-FBA O/P, Dec 84)

APPENDIX 7-1-A  
PREPARATION OF DD FORM 2051

INSTRUCTIONS FOR COMPLETING DD FORM 2051

GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT: Coding must be as indicated in the instructions. In cases where specific coding instructions are provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12-M. Noncompliance with either the coding instructions contained herein or those published in referenced manual will make the organization which fails to comply responsible for required concessions in data base communication. Items marked with an asterisk (\*) have been registered in the DoD Data Element Program.

SPECIFIC INSTRUCTIONS:

SECTION A - TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY

Items 1 and 1a: Self-explanatory.

Item 2: "X" the type of code being requested.

\*2a - A Federal Supply Code for Manufacturers (FSCM) five position all numeric code (e.g., 12345) which is used in the Federal Catalog System to identify a certain facility at a specific location which is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or,

\*2b - A MILSCAP code of five positions (e.g., 1A367). These are assigned to contractors which are nonmanufacturers or are manufacturers not qualifying for inclusion in the Federal Catalog System.

\*Item 3: If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point.

Items 4, 4a, \*4b, 4c: Self-explanatory.

SECTION B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED

Items 1, 1a: Self-explanatory.

\*Item 1b: If a CAGE Code (FSCM or MILSCAP) was previously assigned, enter it in this block.

Item 2: Self-explanatory.

\*Item 3: If a block other than "None" is "X'd", identify the "Parent" company by a (P) beside the firm name.

\*Item 4: Self-explanatory.

Item 5: Enter the number of employees. This number should include the employees of all affiliates.

\*Item 6: A disadvantaged business firm is defined as a firm that is 51%, or more, owned, controlled, and operated by a person(s) who is socially and economically disadvantaged. "Controlled" is defined as actively involved in the day-to-day management of the firm.

\*Item 7: A woman-owned business is defined as a firm that is 51%, or more, owned, controlled, and operated by a woman or women. "Controlled" and "Operated" are as defined in Item 6.

\*Item 8: The SIC Code is a Government Index used to identify business activity and indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which the company is engaged. If multiple SIC Codes, indicate the primary first, next important, etc.

Items 9, \*10, 10a, \*10b, 10c: Self-explanatory.

NOTE: When any future changes are made to the coded facility, i.e., name change, location change, business sold or operations discontinued, etc., please notify, in writing, stating the appropriate change of your facility to the address reflected below:

DEFENSE LOGISTICS SERVICES CENTER  
ATTN: DLSC-FBA  
FEDERAL CENTER  
7A N. WASHINGTON  
BATTLE CREEK, MI 48917-2084

**CHAPTER 1**  
**APPENDIX 7-1-B**  
**PREPARATION OF NATO FORM AC/135-NR.2**

When North Atlantic Treaty Organization government require assignment of CAGEs for firms located in the United States, NATO Form AC/135-NR.2 will be submitted with the A portion completed as shown in the following example. DLSC will complete the B portion as shown and return to the requesting agency.

APPENDIX 7-1-B  
PREPARATION OF NATO FORM AC/135-NR.2

<b>A1</b> Date : 23 May 76 Ref. : 76/6/3 (73)	NATO CODIFICATION OF EQUIPMENT  <b>REQUEST FOR A MANUFACTURER'S CODE NUMBER</b>	<b>B1</b> Date : 1 Apr 76 Ref. : DLSC-CGCC
<b>A2</b> REQUESTING AGENCY : Defense Cataloging Authority 70 Albert Road South Melbourne, 3205 VIC AUSTRALIA	<b>B2</b> ASSIGNING AGENCY : Commander Defense Logistics Services Center Federal Center Battle Creek, Mich 49017-3084	
<b>A3</b> PURPOSE FOR WHICH MANUFACTURER'S CODE NUMBER IS REQUESTED :  Codification of equipment	<b>B3</b> ASSIGNED CODE NUMBER :  31252	
<b>A4</b> NAME AND ADDRESS OF FIRM TO BE CODED : MFE Corporation Keewaydin Drive Salem, NH 03079	<b>B4</b> REMARKS  Commercial and Government Entity Code (CAGE Code) 31252 is assigned to MFE Corp., Keewaydin Dr., Salem, NH 03079  (Signed)	
<b>A5</b> If firm previously operated under another name or another address specify previous name and address :  Not known		
<b>A6</b> List at least two typical identifying sets of numbers, letters, or other symbols, and state name(s) of the item(s) :  Recorder XYT PN 3072200		
<b>A7</b> REMARKS		
NATO Form AC/135 - NR. 2		

## CHAPTER 2

### ESTABLISHMENT/MAINTENANCE OF PROVISIONING SCREENING MASTER ADDRESS TABLE (PSMAT)

#### 7.2.1 Registration in the PSMAT

a. These instructions cover the procedures to be used to register activities as users of the Defense Logistics Services Center provisioning screening services or as submitters of characteristics data searches, and to record such activities and their requirements in the DLSC Provisioning Screening Master Address Table (see volume 10, table 23).

b. Ten days prior to the initial submittal of LSF or LSR search transactions, the submitters and receivers requirements and address data must be registered in the PSMAT under an applicable Destination Code, Screening. Only a Government Service or Agency is authorized to establish and maintain registrations in the PSMAT. Non-Government activities (private sector) must submit their requests through the authorizing Government agency or Service activity. DLSC-S will advise the submitter as soon as the registration is effected. If the submitter does not receive such notification, a follow-up inquiry will be made prior to the submission of screening requests.

c. A letter of registration is required as the authorization for activities and their contractors to participate in the DLSC provisioning screening program and to provide for their registration in the DLSC PSMAT. The letter of registration must be submitted to DLSC by the responsible Government activity and will contain the following information:

Type of action (establish, add, change, delete)  
Recipients complete mailing address(es)  
Media of output (see volume 10, table 10)  
Alternate media of output (MADS users only)(see volume 10, table 10)  
Activity Code, Screening (DRN 0177)  
Destination Code, Screening (DRN 3890)  
Service Code (see volume 10, table 42)  
Communications Routing Indicator Code

(MADS users)

Authorization for Catalog Management Data  
(CMD)

(1) Submitters who require the return of provisioning screening results by mail will submit a letter of registration. (See section 7.2.3)

(2) Submitters who will use MADS for the receipt of provisioning screening results will establish their registration through the submission of a letter of registration.

(3) The letter of registration will be addressed to:

Commander  
Defense Logistics Services Center  
ATTN: DLSC-S  
Federal Center  
Battle Creek, MI 49017-3084

d. Notification to Contractors. When a contractor is to be established as a registrant in the DLSC PSMAT, the responsible Government activity will furnish the contractor the destination and the activity codes prior to the preparation of provisioning screening requests by the contractor. This will be done no later than 15 days after the receipt of a request for these codes from the contractor.

e. Multiple Addressees. When multiple output of screening results is requested, all addressees registered under the applicable destination code will receive the results of screening. When single output is requested, only the first addressee in the register (under the applicable destination code) will receive the results.

f. The destination code is five characters in length and may be any combination of alphanumeric characters as designated by the submitter. The destination

code for a Government activity submitter must contain at least two alpha characters in order to preclude duplication of a valid CAGE/NSCM. The destination code for a contractor may consist of, but is not restricted to, its assigned CAGE/NSCM.

**7.2.2 Maintenance of the DLSC Master Address Table.** It will be the responsibility of the Government activity having cognizance of the screening requirements of the contractors to update and purge the PSMAT according to current requirements. Special attention should be directed to deletion of addresses and destination codes upon completion of contractual obligations or Service/Agency requirements.

**7.2.3 Destination Code/Address Data Fixed Format - Instructions.** The Destination Code/Address data will be established in fixed format. The following procedures will be used in the preparation of data required to establish the destination code and related address information for initial inclusion in, and subsequent maintenance of, the PSMAT.

a. Position 1-3, Document Identifier Code (Data Record Number (DRN) 3920). (See volume 8, chapter 8.1.)

LUP - Establish a new destination code and related address information or add an address to an existing destination code.

LUR - Change address information or output media code of an existing destination code.

LUS - Delete destination code and all related address information or delete an address from a destination code. A separate deletion action must be made for each address under a destination code when the destination code and at least one address is to be retained.

b. Position 4-6, Package Sequence Number (DRN 1070). A three-position alphanumeric sequence number to control or maintain the sequence of lines in an address package. The first line of the first address will contain A01, the second line A02, and continue thus to the last line of the last address in the package which will be Z and the appropriate number; e.g., if there are 12 lines total in the entire package the last line will be Z12.

c. Position 7, Blank.

d. Position 8-9, Activity Code, Screening (DRN 0177). The two-position code designating the submitter or responsible Government activity (as listed in, but not restricted to, volume 10, table 104; e.g., TG Warner Robins AFB, KE Aviation Supply Office, etc.).

e. Positions 10-14, Destination Code, Screening (DRN 3890). The five-position code which identifies the recipient(s) of provisioning screening results.

f. Positions 10-14, Deletion of Destination Code, Screening - DIC LUS. To delete an entire destination code and all of its related address data, positions 15-80 will be left blank. To delete one address from an existing destination code, positions 15-16 must be completed and 17-80 will be left blank.

g. Positions 15-16, Address Line Sequence Code (DRN 0233). A two-position alphanumeric number to sequence the individual addresses in a multiple address package and to sequence the lines within each address. The first position (15) will be alpha starting with A, and each line in an address will have the same alpha in position 15. Position 16 will be numeric and will be sequenced starting with 1 in the first line of an address, 2 in the second line, etc., so that a 5 line address would be sequenced

A1, A2, A3, A4, A5 in positions 15-16. In a multiple address package, the second address would be sequenced B1, B2, B3, etc., in positions 15-16.

h. Positions 17-64, Provisioning Screening Receiver's Address (DRN 0232). The multiple line information in the exact format required to mail the output product to the recipient(s) of provisioning screening data. A separate line will be used for each line of address information as set forth in the previous instruction. An attention line (line), if used, should be placed before the street and city address information and should be an office symbol, room number, etc. A person's name should not be used unless absolutely necessary.

i. Positions 65-66 will be space filled (blank).

j. Positions 67-68, Output Mode/Media Code (DRN 3740). A two-position alphanumeric code which designates the mode and media by which the output data is desired by the recipients of provisioning screening results.

k. Positions 70-71, Service Code, Provisioning Screening Destination Table (DRN 0264). A two-position numeric code designating the Military Service component or Civil Agency authorizing the submission of provisioning screening requests. Used internally by DLSC only for statistical purposes. (See volume 10, table 42.)

l. Positions 72-73, Alternate Media of Output Code (DRN 3740). The output mode and media code in this position designates the alternate mode and media of output desired when the results of screening exceed MADS output limitation (see DIC KEC) or when there is a degradation of MADS. (See volume 10, table 23, note 3.)

m. Position 74, CMD Authorization Code (DRN 0759). A one-position numeric code which indicates

whether or not a recipient is authorized to receive Catalog Management Data. Code 1 indicates the recipient is authorized, Code 2 indicates he is not.

n. Positions 75-80, Blank.

o. Examples of Preparing Destination Code and Address data for Submission to DLSC (fixed format).

#### Single Address Input

DIC	PSN	Act Code	Dest Code	Line Seq No	Address
LUP	A01	SA	ACDWY	A1	Commander
LUP	A02	SA	ACDWY	A2	AFLC
LUP	A03	SA	ACDWY	A3	ATTN: MMSCA
LUP	Z04	SA	ACDWY	A4	Wright Patterson AFB, OH 45433

#### Multiple Address Input

DIC	PSN	Act Code	Dest Code	Line Seq No	Address
LUP	A01	SA	ACDWY	A1	Commander
LUP	A02	SA	ACDWY	A2	AFLC
LUP	A03	SA	ACDWY	A3	ATTN: MMSCA
LUP	A04	SA	ACDWY	A4	Wright Patterson AFB, OH 45433
LUP	A05	SA	ACDWY	B1	Rose Engrg Co.
LUP	A06	SA	ACDWY	B2	ATTN: Contract Admin.
LUP	A07	SA	ACDWY	B3	4900 W. 78th St.
LUP	Z08	SA	ACDWY	B4	Grand Rapids, MI 49000

**7.2.4 Output for Input Transaction DICs LUP, LUR, and LUS.** Notification of adoption of the maintenance action to the Provisioning Screening Master Address Table will be made within fifteen (15) days by mail or telephone to the responsible activities recorded against the Destination Activity Code, Screening. If notification is not received, contact DLSC-S.

**DoD 4100.39-M**  
**Volume 7**

<b>Output Mode/ Media Code</b>	<b>Serv Code</b>	<b>Alt Output Code</b>	<b>CMD Auth Code</b>
A2	03	M7	1

<b>Output Mode/ Media Code</b>	<b>Serv Code</b>	<b>Alt Output Code</b>	<b>CMD Auth Code</b>
A2	03	M7	1
A2	03	M7	

CHAPTER 2  
APPENDIX 7-2-A  
SAMPLE LETTER OF REGISTRATION (MADS USERS)

XXXXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXX

Commander  
Defense Logistics Services Center  
Directorate of Logistics Data Management  
ATTN: DLSC-S (Provisioning and Other Preprocurement Screening)  
Federal Center  
Battle Creek, Mi 49017-3084

SUBJECT: Request for Registration as an MADS Recipient of Provisioning and Other Preprocurement Screening Results

Following information pertinent to registration as a MADS recipient of results of provisioning and other preprocurement screening is being furnished in accordance with volume 7, paragraph 7.2.1.c, DoD 4100.39-M

Input DIC - LUP  
Activity Code - TG  
Destination Code - 12345  
Service Code - 03  
Media of Data ~A2" (Fixed Length Record Format Record)  
Alternate Media of Output - M8 (Magnetic Tape)  
Address Information - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Communication Routing Indicator Code - XX (per JANAP 128) XX

This contractor is/is not authorized to receive Catalog Management Data (CMD).

(signed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHAPTER 2  
APPENDIX 7-2-B  
SAMPLE LETTER OF REGISTRATION (EXCEPT MADS)

XXXXXXXXXXXX  
XXXXXXXXXXXX

XXXXXXXXXXXX  
XXXXXXXXXXXX

Commander  
Defense Logistics Services Center  
Directorate of Logistics Data Management  
ATTN: DLSC-S (Provisioning and Other Preprocurement Screening)  
Federal Center  
Battle Creek, MI 49017-3084

SUBJECT: Request for Registration as Recipient of Provisioning and Other Preprocurement Screening Results

The following information is furnished pursuant to the above subject request:

Input DIC - LUP  
Activity Code - TG  
Destination Code - 12345  
Service Code - 03  
Output Media Code - L1 (1 Part Listing)  
Address Information - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This contractor is/is not authorized to receive Catalog Management Data (CMD).

(signed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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